



COIMISIÚN UM
ATHCHÓIRIÚ AN DLÍ
LAW REFORM
COMMISSION

CANDIDATES' INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of:

DEPUTY MANAGER, REVISED ACTS

Closing date: 16th September 2024 at 12 noon.

The Law Reform Commission is committed to a policy of equal opportunity.

The Law Reform Commission will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on www.cpsa.ie

Telephone Number: (353) 1 637-7600

Email: recruitment@lawreform.ie

Web: www.lawreform.ie

Deputy Manager, Revised Acts in the Law Reform Commission

Background Information on the post

The Law Reform Commission (the Commission) is a statutory body established by the *Law Reform Commission Act 1975*. The Commission has 5 members, the President, a full-time Commissioner and 3 part-time Commissioners. Its role is to keep the law under independent, objective and expert review, to make consequent recommendations for law reform and to make current law accessible to all.

The Commissioners are supported by its staff, comprising the Director of Research, the Access to Legislation Manager and Head of Administration, together with two Deputy Directors of Research, the Deputy Manager, Legislation Directory, the Deputy Manager, Revised Acts, the Legal Information Manager, 10 legal researchers and 4 administrative staff.

Job Function:

This position is as Deputy Manager, Revised Acts on the Commission's Access to Legislation team. This team makes legislation in its current state more accessible to the public by producing a Legislation Directory of amendments to primary and secondary legislation, a selection of 500+ Revised Acts (as amended rather than as enacted), a Classified List of In-Force Legislation and other related information. Further information can be found on our website: <https://www.lawreform.ie>.

The Deputy Manager, Revised Acts will report to the Access to Legislation Manager. He/she will assist with management of the legal researchers assigned to this team. He/she will share responsibility for day-to-day management of the team to ensure stated objectives and targets are being met.

Key Responsibilities:

- Act as Deputy Manager, Revised Acts and assist the Access to Legislation Manager and Deputy Manager, Legislation Directory in particular in relation to Revised Acts;
- In collaboration with the Access to Legislation Manager and Deputy Manager, Legislation Directory, play an active role in managing and producing the Revised Acts to a high standard of accuracy and assist with the development of ICT including AI applications to increase productivity and accuracy in relation to Access to Legislation work using copy editing, legal research, IT and related skills;
- Assist with developing and implementing the Access to Legislation business plan, in particular in relation to Revised Acts;
- Train legal researchers to deliver the Access to Legislation business plan, in particular in relation to Revised Acts;
- Undertake review, quality assurance and website publication of Revised Acts;
- Ensure thorough supervision and regular checking of each legal researcher's work to maintain a high standard, and address any performance issues, if arising;
- Develop the capability of others through feedback, coaching and creating opportunities for skills development;
- Monitor, measure and report on the progress of the Access to Legislation team's work in relation to Revised Acts;
- Document methods and systems of the Access to Legislation work in relation to Revised Acts;
- Contribute to the development of strategy and policy of the Commission in relation to Access to Legislation work, in particular in relation to Revised Acts and the application of IT to this work;

- Undertake other duties as may be assigned by the Commission and Access to Legislation Manager from time to time, including other areas of the Access to Legislation team's work.

QUALIFICATIONS AND EXPERIENCE

Essential Requirements:

Candidates must, on or before **1st September 2024**, have:

- (a) An honours degree or an equivalent qualification (at least a Level 8 on the National Framework of Qualifications) in Law or IT, or a qualification, acceptable to the Law Reform Commission as equivalent, in which Law or IT was taken as a major subject,
- (b) Practical experience in conducting legal research and familiarity with Irish legislation,
- (c) An in-depth knowledge of and experience working with the eISB;
- (d) Capacity to work using computer and online resources in dealing with complex strands of information,
- (e) Ability to manage the Commission's Access to Legislation (Revised Acts) work to deliver stated outputs within required timelines and to a verifiable high standard of quality and accuracy,
- (f) Ability in people management, managing and leading others to develop their capability and maximise their performance.

Desirable requirements:

In addition, candidates should possess and be able to demonstrate:

- An understanding of the Commission's Access to Legislation role and the necessity to provide the public with current accurate legislation online;
- Ability to engage effectively within and outside the Commission, to develop and maintain a network of contacts to facilitate problem solving or information sharing for benefit of the Access to Legislation team, and to collaborate with other interested parties in improving access to legislation;
- Capacity to contribute to the development of the Access to Legislation strategy and policy, including IT policy;
- Ability to develop systems and efficient ways of working to take advantage of existing and emerging technology and further enhance and develop the outputs of the Access to Legislation division;
- Ability to present information in a confident, logical and convincing manner.

Key knowledge, experience and competencies for effective performance as a Deputy Manager, Revised Acts

The attention of candidates is drawn to the key competencies that are applicable to this post.

- Research experience and knowledge of legislation and its structure including EU law;
- Relevant knowledge and experience in working with IT including AI;

- Management and delivery of results;
- Leadership.

Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements (1st September 2023)

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). 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 has a stamp 4 visa¹ or stamp 5 visa;

To qualify candidates must be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 01 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 01 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).

¹ Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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.

Employer of Choice

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis), etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

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.

Principal Conditions of Service

1. General:

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

2. Pay:

The Personal Pension Contribution (PPC) pay scale for the position with effect from 1st June 2024 is as follows:

€78,303 €81,187 €84,111 €87,044 €89,973 €91,662 €94,617¹ €97,583²

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is **not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

Important Note: Different pay and conditions may apply depending on the appointee's civil/public service employment history.

The rate of pay offered will be the first point of the appropriate scale and will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply a bank account number and bank sort code to the Head of Administration. Statutory deductions from salary will be made as appropriate by the Commission.

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

3. Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Law Reform Commission.

The probationary contract will be for a period of twelve months from the date specified on the contract. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you –

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956–2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you and you will be given a copy of the Department of Public Expenditure NDP Delivery and Reform's guidelines on probation.

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 the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Commission offices

The successful candidate will be based at the Commission offices, currently at Styne House, Upper Hatch Street, D02 DY27, or at another place should the Commission move its offices. However, the Commission will be flexible with working arrangements provided project deadlines are met. When absent from home and the Commission's offices on duty, the successful candidate will be paid appropriate travelling expenses and subsistence allowances subject to normal civil service regulations.

4. Retirement/Superannuation

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

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 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- 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).

- **Ill-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 ill-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.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

5. Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 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 their duties subject to the limits set down in the Organisation of Working Time Act 1997. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

The Organisation of Working Time Act 1997

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

6. 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.

Appointees will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the Law Reform Commission and payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection directly within the required time limits.

7. Annual Leave

The annual leave allowance will be 30 working days a year. 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.

8. Secrecy, Confidentiality and Standards of Behaviour

Official secrecy and Integrity

The appointment will be subject to the provisions of the Official Secrets Act 1963, as amended. Successful candidates 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 appointment will be subject to the Civil Service Code of Standards and Behaviour.

Political Activity

The appointment will be subject to the rules governing civil servants and politics.

Ethics in Public Office Acts 1995 and Standards in Public Office Act 2001

The provisions of these Acts apply, as appropriate, to this position.

Personnel Code

All circulars are available on the web site www.circulars.gov.ie

IMPORTANT NOTICE

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.

COMPETITION PROCESS

How to apply

Applications must be made on the official application form and will be treated in strict confidence. All sections of the form must be fully completed. When completing the application form accuracy is essential, as it will be used as a computer input document and you may be shortlisted on the basis of information supplied.

Any inaccuracy in completing the form may result in rejection. Therefore it is in your own interest to ensure that the information supplied in all sections is correct. If it is necessary to continue on a separate sheet please set the information out in the same manner as in the application form.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Law Reform Commission 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 for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the Law Reform Commission will not be responsible for refunding any expenses incurred.

The application form can be accessed online at www.lawreform.ie

Applications should be made by email to recruitment@lawreform.ie

All sections of the form, including the assessment essay and honesty agreement, must be completed.

Applications received after the closing date and time will not be accepted.

Closing date

The completed application form must be forwarded by e-mail to recruitment@lawreform.ie not later than **16th September 2024 at 12 noon**. If you do not receive an acknowledgement confirming receipt of your completed application form, please contact Legal and Corporate Support, Law Reform Commission – telephone: 01-637-7600 (lcs@lawreform.ie).

Selection Methods

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Law Reform Commission may decide that only a certain number of candidates will be called to interview. In this respect, the Law Reform Commission will employ a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or

have more relevant experience. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

The methods used to select the successful candidate for this post will include:

- Shortlisting (if necessary) of candidates on the basis of the information contained in their application form and their assessment essay. Details of this assessment essay are set out in the application form.
- If shortlisted, a competitive interview, which may also include a presentation and/or an additional assessment exercise(s).

It is envisaged that interviews will take place during the week commencing 23rd September 2024.

The onus is on all applicants to make themselves available on the date(s) specified by the Law Reform Commission and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form (e-mail is the preferred communication medium, but regular post may be utilised where deemed appropriate). The Law Reform Commission will not be responsible for any expenses incurred by candidates in relation to their candidature.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

Security Clearance

Garda vetting may be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

Candidates' Rights

Guidelines for dealing with appeals/requests for review

The Law Reform Commission will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA and referred to in the cover sheet at the front of this booklet. The Codes of Practice are available on the website of the Commission for Public Service Appointments (www.cpsa.ie).

Where a candidate is unhappy with an action or decision in relation to his or her application he/she can seek a review under Section 7 of the code of practice governing the recruitment process by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a "decision arbitrator".

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis, as set out below. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review.

Informal process

- The candidate can avail of the informal review within five working days of notification of the initial decision, and it should normally take place between the candidate and the person who communicated the decision (or relevant person).

- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within two working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within two working days of the notification of the outcome of the informal review.

Formal Process: Internal review

- The candidate must address his/her concerns in relation to the process in writing to the Head of Administration, Law Reform Commission setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.
- A request for review must be made within ten working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within four working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Full Time Commissioner or other Designated Officer within the Commission.
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.
- Should a candidate be dissatisfied with the outcome of the initial review, he/she may request a review by a decision arbitrator of the conduct of the initial review.

Review by the decision arbitrator

The decision arbitrator is appointed by the President of the Law Reform Commission. The decision arbitrator will have been unconnected with the selection process and he/she will adjudicate on requests for review in cases where a candidate is not satisfied with the outcome of the initial review. The decision of the decision arbitrator in relation to such matters will be final.

- A request made to the decision arbitrator must be received within seven working days of the notification of the outcome of the initial review.
- The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, he/she can have it investigated under **Section 8** of the code of practice.

Informal process

- The CPSA recommends that the candidate avail of the informal process to try to resolve the matter with the recruiting body. If the candidate is still dissatisfied he/she may resort to the formal process within two working days of receiving notification of the informal process.

Formal process

- If you are requesting a formal review you must write to the Full Time Commissioner or other Designated Officer within the Commission providing details of the breach of the code of practice and enclosing any relevant documentation that might support the allegation.
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. If a decision cannot be made within this timeframe, the reviewer will keep the candidate informed of the status of the review.
- Should a candidate be dissatisfied with the outcome of this review, he/she may request a further review by referring the matter to the Commission for Public Service Appointments in the form of an appeal of the review of the licence holder. He/she must write to the Commission for Public Service Appointments within ten working days of receiving the outcome of the licence Holder's review.

Candidates' Obligations

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

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/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.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Law Reform Commission, or who do not, when requested, furnish such evidence, as the Law Reform Commission requires 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.

Data Protection Acts 1988 to 2018

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held on computer is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018. You are entitled under these Acts to obtain, at any time, a copy of information about you, which is kept on computer. The Law Reform Commission charges a fee of €6.35 for each request. You should enclose a cheque or postal order and address your request to:

The Head of Administration, Law Reform Commission, Styne House, Upper Hatch Street, Dublin 2 D02 DY27.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Note: This document is for information only, and is not intended as a legal interpretation of any other documents, guidelines, or legislation.

Key Competencies for effective performance at Deputy Manager (Revised Acts) (Assistant Principal) Level



Specialist Legal Knowledge, Expertise and Self Development

- has demonstrable expertise in law and in research, and/or IT including AI
- is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role;
- has a breadth and depth of knowledge of the Irish legal system and/or the use of IT to assist with tracking change and update automation.
- keeps up to date with key national and comparative legal and/or IT developments.
- Please set out examples of any work using computer and online resources to deal with complex strands of information including any expertise in XML or similar markup language.

Analysis and Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed;
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data);
- Makes clear, timely and well-grounded decisions on important issues;
- Considers the wider implications of decisions on a range of stakeholders.

Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard;
- Plans and prioritises work in term of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances;
- Looks critically at issues to see how things can be done better;
- Is open to new ideas initiatives and creative solutions to problems;
- Keeps proper and organised records of research and management tasks;
- Effectively manages multiple projects.

Leadership

- Actively contributes to the Commission's development of strategies and policies;
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise;
- Leads and maximises the contribution of the team as a whole;
- Clearly defines objectives/ goals;
- Delegates effectively, encouraging ownership and responsibility for tasks;
- Develops capability of others through feedback, coaching & creating opportunities for skills development;
- Identifies and takes opportunities to exploit new and innovative service delivery channels.

Interpersonal and Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing;
- Encourages open and constructive discussions around work issues;
- Promotes teamwork;
- Instils a strong focus on the end user in law reform work;
- Develops and maintains a network of contacts to facilitate problem solving or information sharing;
- Has familiarity with appropriate IT programmes for teamwork, research and editing;
- Engages effectively with a range of stakeholders.

Drive & Commitment to Public Service Values

- Is self-motivated and shows a desire continuously to perform at a high level;
- Is personally honest and trustworthy and can be relied upon;
- Strives to ensure that the Commission's law reform publications are practical, relevant, solutions-driven and focused on the end-users of legislation;
- Through leading by example, fosters the highest standards of ethics and integrity.