



**An Rialálaí Agraibhia**  
**Agri-Food Regulator**

## **Important Candidate Information**

**Please read before submitting your application**

## **Essential Requirements**

**Character:** Each candidate must be of good character.

**Health:** Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **Employment Conditions**

**Probation:** There is a maximum 12-month probationary period for positions with An Rialálaí Agraibhia (Agri-Food Regulator). In the case of fixed term contracts, certain circumstances, such as an absence due to Maternity or Adoptive Leave, the probation period may be suspended as provided for under Section 6D (5) of the Terms of Employment (Information) Act 1994 (as amended). Any decisions of this nature will be at the discretion of the CEO.

**Eligibility to Compete:** Candidates must, by the date of any job offer, 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 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

## **Candidates' obligations**

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.

Where a candidate has canvassed, or is in breach of any of the above, they will be disqualified and excluded from the process. All communication in relation to any of our competitions must be directed to the contact details specified in the individual competition booklet.

Please note that the Agri-Food Regulator advertises vacancies on various platforms such as LinkedIn, Irish Jobs, Public Jobs, etc. The Agri-Food Regulator can only accept applications that are submitted through the process as set out above and that are submitted to via the application link specified in the individual competition booklet.

## **Feedback**

At all stages of the process, applicants will be notified of the outcome. Where shortlisting is applied, upon request, feedback will be provided by way of the scores awarded. Following interview, candidates will be informed of the scores awarded for each competency and one-to-one feedback with the chair of the interview board will be scheduled, upon request.

## **Sick Leave**

Candidates should note that eligibility for the competition as regards health, and the level of sick leave are not verified until a candidate comes under consideration for appointment after the competitive interview stage. Admission to the competition or invitation to interview, therefore, does not imply that a candidate meets the health and sick leave criteria.

## **Selection Methods**

The Agri-Food Regulator will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in their application;
- Competitive interview;
- A second round interview;
- Completion of an online questionnaire(s);
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- Reference and online checks.

Prior to recommending any candidate for appointment to the advertised position, the Agri-Food Regulator will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

**Please note:** If a candidate come under consideration for appointment, they will be required to:

- submit proof of their relevant qualification (*as applicable*)
- provide at least two satisfactory references (*see below*)
- submit proof of identity, with a relevant photographic ID
- submit other proof, in connection with the essential criteria, as required (*e.g. if driving is a requirement, proof of full valid licence will be sought*)
- complete and return a Garda vetting form as required for a for particular appointment (see "Security Clearances" section below)

## **Note on Shortlisting**

If the numbers applying are such that it would not be practical to interview all applicants, it may be necessary to shortlist only those that appear most suitable for the position(s) based on the application submitted. It is therefore in candidate's own interest to provide a detailed and accurate account of their relevant experience, knowledge and qualifications and of how they fulfil the specific requirements.

Should it be necessary to shortlist candidates in order to identify a reasonable number to be progressed to the next stage, the selection board will employ the following assessment and scoring system:

- The 'Essential Criteria requirements will be assessed on a pass/fail basis.
- The "Desirable Criteria" will be assessed on a numerical basis with those achieving the highest scores being called to interview. Pass/fail basis may be utilised also if the particular desirable criteria allow for same (e.g. holding a specific qualification etc.).

### **Note on Interviews**

Generally, there will only be a single round of interviews. The Agri-Food Regulator reserves the right to conduct additional rounds of interviews should there be a tie break score between candidates or if further assessment is considered to be required.

Candidates should make themselves available on the date(s) and location specified by the Agri-Food Regulator. The Agri-Food Regulator will not be responsible for refunding any expenses incurred by candidates to attend for interview.

The interview is competency based and will align to the competencies outlined in the competition booklet. The interview will consist of a set number of consistent competency questions. For the avoidance of confusion and to assist candidates, the interview panel shall reiterate the competencies at the start of the interview.

The interview panel may probe candidates to elicit further information or to try to refocus candidates. Candidates may be invited to provide a brief overview of their work history and educational background at the commencement of the interview. This will not form part of the assessment – the primary purpose of this is to allow candidates an opportunity to ease into the process.

The interview panel will be looking for at least one specific example which demonstrates the competency across the STAR model (Situation, Task, Action, Result).

Please be advised that each competency will be numerically weighted, and a candidate will be required to score at least 50% in each competency to be eligible for consideration for appointment.

### **References**

Should a candidate's application progress to the on-boarding stage, they will be required to submit a minimum of two satisfactory references. Their completed references will be required in advance of issuing a formal offer of appointment. Candidates should therefore start considering names of people who they feel would be suitable referees for the Agri-Food Regulator to consult.

The Agri-Food Regulator's preference is that a minimum of one reference should be completed by a candidate's most recent employer. It is also the Agri-Food Regulator's preference that the nominated referee has worked with the candidate within the previous five years (insofar as possible). The details and contact referees will only be collected where a candidate comes under consideration after interview stage.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the Agri-Food Regulator may, at its discretion, select and recommend another person for appointment based on the results of this selection process.

### **Deeming of Candidature to be Withdrawn**

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

### **The Importance of Confidentiality**

The Agri-Food Regulator may use third party recruitment specialists to manage all or part of the recruitment process. Candidates should be assured that protecting confidentiality is an absolute priority. Candidates can expect, and the Agri-Food Regulator guarantees, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

### **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 appointment by the Agri-Food Regulator.

### **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.

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

The Department of Public Expenditure and Reform letter to Personnel Officers dated 28<sup>th</sup> June 2012 introduced, with effect from 1<sup>st</sup> 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 Minister's consent will have to be secured prior to employment by any public service body.

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

The Department of Health Circular 7/2010 dated 1<sup>st</sup> 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 appointment by the Agri-Food Regulator.

### **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<sup>th</sup> 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 two 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).

### **Superannuation**

The successful appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Agri-Food Regulator depending on the status of the successful appointee.



In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1<sup>st</sup> January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers. A copy of the Act can be viewed at: <http://www.irishstatutebook.ie/2012/en/act/pub/0037/index.html>

### **Codes of Practice**

The recruitment and selection process for appointment to these positions will be conducted in accordance with the Code of Practice for "Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments (CPSA). The Code of Practice reflects the following core principles:

- Probity
- Appointments made on merit
- An appointments process in line with best practice
- A fair appointments process applied with consistency
- Appointments made in an open, accountable and transparent manner

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, amongst other things, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting [www.cpsa.ie](http://www.cpsa.ie).

Complaints/requests for review will be considered by the Agri-Food Regulator in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints/reviews should be addressed to Aiden Kelly, Head of Corporate Services. Where possible, the Agri-Food Regulator will attempt to initially deal with such matters informally as provided for in Sections 7 and 8 of the Code of Practice.

### **Security Clearances**

Candidates may be required to complete and return a Garda vetting form should they come under consideration for particular appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which the candidate

resided. If the candidate is not successful, this information will be destroyed by the Agri-Food Regulator. If the candidate does subsequently come under consideration for another position, they will be required to supply this information again.

### **GDPR Privacy Statement**

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When a candidate submits an application for a competition, the Regulator creates a computer record in the candidate's name. Information submitted with a job application is used in processing the application. Where the services of a third party are used in processing a candidate's application, the Regulator may be required to provide them with information, however, all necessary precautions will be taken to ensure the security of candidate's data. Subject to the provisions of the Freedom of Information Act, 2014, applications will be treated in the strictest confidence.

### **Contact Details**

**Name:** Data Protection Officer, Agri-Food Regulator

**Email:** [dataprotection@agrifoodregulator.ie](mailto:dataprotection@agrifoodregulator.ie)