



## CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Department of Social Protection intends to hold a competition for the purpose of recommending a person or persons for appointment to the position of:

### **Medical Assessor**

**Medical Review & Assessment Service**

**Department of Social Protection**

**Closing Date: 5pm on Friday 12th January 2024**

The Department of Social Protection is committed to a policy of equal opportunity.

This Competition will be run in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission of 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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## 1. BACKGROUND INFORMATION ON THE POST

### Department of Social Protection (DSP)

The Department of Social Protection is responsible for the development of income support policies, labour market activation programmes and other support policies together with the management and delivery of social welfare schemes, employment, community, and other services. The Department administers over 90 schemes of which 15 are illness related. It has a programme budget of just over €20 billion. It processes in excess of 2.5 million applications per annum and issues 87 million payments per year to 2.2 million customers and their families.

### Role of the Medical Review & Assessment Service

Confirmation of medical eligibility is a critical element of certain schemes. This is undertaken by the **Medical Review and Assessment Service (MRAS)**, based on medical certification and reports provided by the claimant's medical practitioner and, in some instances, based on medical assessments undertaken by Medical Assessors (MAs) who are medical practitioners employed by the Department.

The MRAS has three core functions as follows:

- to provide an opinion on medical eligibility for illness, disability and carer income support payments based on medical evidence submitted by primary care providers and other medically qualified persons.
- to act as the principal control mechanism for the illness, disability, and carer income support schemes.
- to provide expert medical opinion with regard to the evolution and operation of illness, disability, and carer schemes.

### Job Description

The cadre of medical doctors in the MRAS currently comprises a Chief Medical Officer, a Deputy Chief Medical Officer, and a team of Medical Assessors (MAs). The Chief Medical Officer, Deputy Chief Medical Officer and some Medical Assessors are currently based in Dublin. There are also Medical Assessors based in Kilkenny, Castlebar, Cork, Clonmel, Galway, Tullamore, Birr, Longford, Letterkenny, Buncrana, Limerick, and Waterford. Medical Assessors are based at other locations throughout the country as per business needs.

Presently, there is a need for medical assessors in the following areas:

**Cork, Longford & Limerick, Waterford and Dublin**, however this panel may be used to fill vacancies across DSP locations.

Although most of the work is currently performed in the office at the MA's base, travel away from base/home in Ireland is an integral part of the job, as assessments are currently carried out at some 47 locations throughout the State. Arrangements for travel and subsistence apply whilst away from base, blended working is available in line with DSP blended working policy.

The post mainly involves the provision of impartial medical opinion in determining entitlements to the various medical related schemes operated by the Department. Medical Assessors may also participate in relevant research projects and educational activities. Due to the dynamic nature of business, the role may evolve & work practices further develop as per business needs.

A panel will be formed from this competition from which current vacancies and future vacancies, should they arise, may be filled in any of the locations listed above. The panel will last **one year** from the date of establishment.

### **The Principal Duties, under the Management of the Chief Medical Officer, include:**

- The conduct of medical assessments and the provision of medical opinion relating to physical and mental capacity for work.
- The assessment of probable duration, outcome and consequences of disability, disease(s), or injury.
- Regular desk assessment of cases.
- The assessment of disabilities relevant to occupational injuries and disease and the evaluation of the resultant loss of faculty.
- The assessment of a person's suitability to engage in work reintegration programmes.
- Travel when required depending on the business needs

### **Hours of Attendance**

Full-time positions are available. At this time due to the business needs of the Department part time positions are not available. This post does not permit engagement in private practice or be connected with any outside business which would interfere with the performance of official duties. The working hours are 41 hours and 15 minutes gross/week. It is from 9.12 am to 5.30pm (Monday to Thursday). 9.12 am to 5.15pm on Friday.

### **Family Friendly Working**

In addition to annual leave and subject to certain conditions, the Department operates a Shorter Working Year scheme which allows staff to avail of 2, 6, 10 or 13 week options of unpaid leave on a no pay or pro-rata basis. **It should be noted however, that the business needs of the Department have to be taken into consideration before approval can be given for the shorter working year option.**

### **Training/Professional Development**

The DSP is committed to professional development of its Medical Assessors through an intensive, evidence-based induction training programme, facilitating the fulfilment of the Continuing Professional

Development requirements of the Irish Medical Council and attendance at relevant post-graduate courses with attainment of additional qualifications, where feasible.

## 2. QUALIFICATIONS AND EXPERIENCE

### Essential Requirements

Candidates must on or before the closing date for receipt of applications:

- a) be a medical practitioner who is fully registered in the General Register of Medical Practitioners maintained by the Medical Council of Ireland or who is entitled to be so registered **and**
- b) have at least six years satisfactory postgraduate training and experience in the medical profession **and**
- c) possesses the requisite knowledge and ability (including excellent communication skills) and be suitable to enter on the discharge of the duties of the position and be suitable in all other respects.
- d) possession of a current full driving licence (Category B) and access to a car or public transport.
- e) experience of using computer systems and a willingness to utilise computer systems in the role (full training is provided).

### Desirable Requirements

- Experience in the fields of Mental Health, Occupational Medicine, Paediatrics, assessment of disability.
- Postgraduate hospital training, preferably in a teaching environment.
- Experience in medical jurisprudence (or medico legal reporting)
- Significant experience in general practice.

### Eligibility to Compete and Certain Restrictions on Eligibility

In order to participate in this competition, the following Citizenship requirements apply:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; **or**
- b) A citizen of the United Kingdom (UK); **or**
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- d) A non-EEA citizen who has a stamp 4 visa: **or**

- e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

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

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

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

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

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

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

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

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

engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### **Declaration**

Applicants will be required to declare whether they have previously availed of a Public Service Scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**It is most important that candidates applying for this position, who hold qualifications obtained outside this state, should ensure that their qualifications are validated by the appropriate authority/governing body in Ireland. The appropriate authority in this case, is the Irish Medical Council. Their website is [www.medicalcouncil.ie](http://www.medicalcouncil.ie)**

**The onus is on the candidate to pursue validation as soon as is possible since the successful candidate must be in a position to take up duty without delay.**

### **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.

### 3. APPLICATION PROCESS

Applications must be made through the **DSP Careers Portal** from the following [Link](#). Applicants may apply provided they meet the eligibility requirements as set out above.

**Please note as DSP Careers portal is not supported by Internet Explorer it should be used with Microsoft Edge or Chrome.**

**Please ensure you save any information entered on your profile/application as you go along as it will not be automatically saved. The system will display a popup message after 15 minutes, you are advised to save your application as draft at this time.**

#### **Technical Support**

If you experience any technical difficulties, please click on the **Help** facility which you will find in the top right-hand corner in the DSP Careers portal. From here, please **Submit a Request** by selecting **Support Ticket** from the drop-down menu and complete all the necessary fields. You will receive a response from the Hirelab Helpdesk, please also notify [DSPCareers@welfare.ie](mailto:DSPCareers@welfare.ie).

#### **Applicants must ensure that:**

- The information provided is accurate as the information contained in your profile will automatically link to the completed Application. You should check that the information which you have included in your profile i.e., work history etc is relevant to the position you are applying for.
- The contact information contained in your profile is correct as the Recruitment Team will use this information for all further communication.
- You have completed and submitted the relevant Application for the position for which you are applying, as Profile Registration alone does not allow access to the competition.

**Important to Note you will not be able to amend your application once submitted.**

The onus is on each candidate to ensure that they have completed and submitted their application by **5pm on Friday 12th January 2024** We strongly advise that candidates should not leave submitting their application to the last minute.

#### **The onus is on Applicants to ensure that:**

- The information provided within their profile is accurate as the Recruitment Team will use this information for all further communications with Applicants in relation to this competition.
- They have complied with and followed all steps as directed in order to guarantee that their application is received and reviewed under the above-named competition.

**Applications must be submitted no later than 5pm on Friday 12th January 2024. Applications will not be accepted after this date and time.**



## 4. SELECTION PROCESS

A Board or Boards will be set up by the Head of HR Workforce Operations and Workforce Management of DSP to conduct any shortlisting/interviews. Subject to the number of applications received, the selection process may include:

- shortlisting of candidates, on the basis of the information contained within their Application Form.
- a competitive preliminary interview.
- a competitive final interview which may include a presentation.

### **Please Note**

We will acknowledge receipt of all applications through your profile on the [DSP Careers Portal](#). If you do not receive an acknowledgement within 24 hours of applying, please email [DSPCareers@welfare.ie](mailto:DSPCareers@welfare.ie). You can expect to receive messages from the Recruitment Team through your profile on the [DSP Careers Portal](#) at the relevant stages notifying you of campaign updates. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the Recruitment Team. Candidates are encouraged to regularly check their DSP Careers profile for updates throughout this campaign.

## 5. COMPETITION RULES

### **Availability and Admission**

During the selection process, the onus is on all candidates to make themselves available on the date(s) specified by DSP and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application profile. The Department of Social Protection will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Department of Social Protection is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment from this competition the Department of Social Protection 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.

### **Canvassing**

Canvassing will disqualify and will result in exclusion from the process. Candidates must not:

- Knowingly or recklessly provide false information.
- Canvass any person with or without inducements.
- Personate a candidate at any stage of the process.
- Interfere with or compromise the process in any way.

In line with the Obligations of Candidates as set out in part 5, section 54 - 56 of the Public Service Management (Recruitments & Appointments) Act 2004 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.

### **Declining an offer of appointment**

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

### **Security Clearance**

A candidate will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all addresses at which they resided.

### **Deeming of candidature to be withdrawn**

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

### **Confidentiality**

Protecting confidentiality is a priority. Candidates can expect, and we guarantee, that all enquiries, applications, and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the competition process. We will not contact referees, employers, or previous employers without candidate's written consent and then only if under consideration for appointment.

### **Data Protection**

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When a candidate applies for a competition run by DSP, a computer record is created 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 the application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of the candidate's data.

To make a request to access personal data a candidate should submit a request by email to: [sarshr@welfare.ie](mailto:sarshr@welfare.ie) ensuring that they describe the records sought in the greatest possible detail to enable us to identify the relevant record(s).

### **Use of Recording Equipment**

The Department of Social Protection does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g., video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and candidates/clients and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

### **Code of Practice**

The selection and appointment process for this competition will be conducted in accordance with the Code of Practice on 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, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

Any complaints/requests for review will be considered in accordance with the procedures as set out in the Code of Practice. The Code of Practice may be accessed [here](#)

## **6. REFERENCES**

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different

work contexts. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

## 7. PRINCIPAL CONDITIONS OF SERVICE

### General

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

### Pay

The current Personal Pension Contribution (PPC) pay scale for the grade effective from 1<sup>st</sup> October 2023 is as follows:

**€89,054; €94,537; €98,665; €102,852; €107,006; €111,191; €114,722 (Max); €118,384 (LSI1\*); €122,041 (LSI2\*\*)**

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

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

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

### Important Note

Candidates should note that entry will be at the **minimum of the scale** and will not be subject to negotiation. The rate of remuneration, including incremental progression, may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance and 2 Long Service Increments (LSI) are currently paid after 3 and 6 years satisfactory service at the maximum of the scale.

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

Candidates 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.

## Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of **one year** from the date of appointment.

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,
- (iii) is suitable with regard to attendance, and
- (iv) 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 pursuant to *Section 7. 5A (1-4) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iv) above. The detail of the probationary process will be explained to the officer by the employing Department/Office. A copy of Department of Public Expenditure and Reform guidelines on probation will also be made available to the officer.

Where an officer is an existing civil servant and is not considered as suitable to the position having been assessed against stated criteria, the officer will be notified in writing of the action to be taken prior to the expiry of the probationary contract and any extensions thereof.

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.
- Probation may be suspended in cases such as absence due to a non-recurring illness, 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.

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

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

### **Functions, Powers and Duties**

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 in any way with the position of Medical Assessor.

### **Annual Leave**

On recruitment, the annual leave allowance will be 30 working days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

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

The terms of the [Organisation of Working Time Act, 1997](#) will apply, where appropriate, to your employment.

### **Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Department of Social Protection during illness, subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

### **Superannuation and Retirement**

The successful candidate(s) will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

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

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

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

### **Pension Abatement**

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

**Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

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

### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease.

Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's

actual reckonable service as a teacher (i.e., the added years previously granted will not be taken into account in the calculation of the pension payment).

### **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 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](#).

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e., non-Single Scheme) as per



the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme. For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

## **Circulars**

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

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

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

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

### **Ethics in Public Office Acts**

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

### **Prior approval of publications**

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

### **Political Activity**

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

All circulars are available on the website:

<https://www.gov.ie/en/circulars/?referrer=http://www.gov.ie/circulars/> or from the Personnel Section.

## **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(s).**

### **Additional Facilities & Enquiries**

If you require any additional facilities to assist with your participation in any stage of this competition or have any queries, please email [DSPCareers@welfare.ie](mailto:DSPCareers@welfare.ie)

All queries in relation to this competition can be sent to [DSPCareers@welfare.ie](mailto:DSPCareers@welfare.ie)