

Leabhrán Eolais D'Iarrthóirí

Information Booklet for Candidates

*Léigh go cúramach le do thoil
Please read carefully*

Tóg Doghchaí Níos Fearr
Build a Better Future



OPW Heritage Ireland

**Comórtas oscailte le haghaidh ceapachán mar
Threoraí Séasúrach/Oifigeach Eolais
Oifig na nOibreacha Poiblí.**

Dáta Deireanach: 5 i.n.: 14 Bealtaine 2024

**Open Competition for appointment to positions of
Seasonal Guide / Information Officer
Office of Public Works.**

Closing Date: 5 pm: 14th May 2024

Ní mór foirm iarratais a sheoladh tríd an tSeirbhís um www.heritageireland.ie agus ba chóir aon cheist maidir leis an bpróiseas iarratais a dhíriú ar an guiderecruitment@opw.ie.

Applications must be submitted through www.heritageireland.ie and queries regarding the applications process should be directed to guiderecruitment@opw.ie

Tá Oifig na nOibreacha Poiblí freagrach as chuile ghné den chomórtas.

The Office of Public Works is responsible for all elements of this recruitment competition.

Tá Oifig na nOibreacha Poiblí tiomanta do bheartas comhdheiseanna.

The Office of Public Works is committed to a policy of equal opportunity.

Beidh an feachtas seo á reáchtáil ag Oifig na nOibreacha Poiblí i gcomhréir leis an gCód Cleachtais um Cheapachán i bPoist sa Státseirbhís agus sa tSeirbhís Phoiblí arna ullmhú ag an gCoimisiún um Cheapacháin Seirbhíse Poiblí (CPSA). Foilsíonn CPSA cóid chleachtais agus tá siad ar fáil ar www.cpsa.ie

The Office of Public Works 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

Tá an t-eolas seo cruinn le linn dul i gcló.

Information correct at time of going to Press.

CLÁR

	<i>Leathanach</i>
(A) An Post	3
(B) Riachtanais	5
(C) Coinníollacha Seirbhíse	6
1. Ráta Pá	6
2. Seachtain Oibre	6
3. Pá Domhnaigh	6
4. Teidlíocht Saoire	6
5. Pá Breoiteachta	7
6. Uaireanta Oibre	6
7. Timpeallacht Oibre Fhisiciúil agus Cumas Iarrthóirí	7
8. Gnás Feistis	8
9. Aoisliúntas	9
10. Fostaíocht Eile	9
11. Coinníollacha Incháilitheachta agus Fostaíochta	9
(D) Liosta suíomhanna ina bhfuil poist inlíonta	10
(E) An Próiseas Iarratais agus Roghnúcháin	11
1. Conas Iarratas a Dhéanamh	11
2. Spriocdháta	12
3. An Próiseas Roghnaithe	13
4. Aiseolas	14
(F) Eolas Ginearalta	14
1. Nuair a mheastar Iarrthóireach bheith tarraingte siar	14
2. Imréiteach/Slándáil an Gharda Síochána	14
3. Tábhacht Rúndacht	15
4. Seirbhís Ardchaighdeán do Chustaiméirí	16
5. Cearta Iarrthóirí – Próiseas Athbhreithnithe	16
6. Oibleagáidí na nIarrthóirí	18
7. Cosaint Sonraí	19

TABLE OF CONTENTS

	<i>Page</i>
(A) The Position	3
(B) Essential Requirements	5
(C) Conditions of Service	6
1. Rate of Pay	6
2. Working Week	6
3. Sunday Pay	6
4. Leave Entitlement	6
5. Sick Pay	7
6. Hours of Attendance	7
7. Physical Work Environment & Candidate Capabilities	7
8. Dress Code	8
9. Superannuation	8
10. Other Employment	9
11. Eligibility and Employment Conditions	10
(D) List of sites with fillable positions	10
(E) The Application and Selection Process	11
1. How to Apply	11
2. Closing Date	13
3. The Selection Process	13
4. Feedback	14
(F) General Information	14
1. Deeming of Candidature to be withdrawn	14
2. Security/Garda Clearance	14
3. The importance of Confidentiality	15
4. Quality of Customer Service	16
5. Candidates Rights – Review Procedures	16
6. Candidates Obligations	18
7. Data Protection	18

Treoraí Séasúrach/Oifigeach Eolais

(A) AN POST

Tá Seirbhísí Chuaiteoirí Oifig na nOibreacha Poiblí ag lorg daoine díograiseacha chun a bheith páirteach i bhFoireann Treoraithe ag Láithreáin Séadchomhartha Náisiúnta/ Réadmhaoin Stairiúil Náisiúnta faoina gcúram. Úsáidfar an comórtas seo le réimse poist sealadacha/ séasúra a líona i mbliana. Féadfaidh fad na fostaíochta séasúra a bheith éagsúil, ag brath ar na riachtanais oibríochtúla áitiúla. Féadfaidh uaireanta, dátaí tosaithe agus dátaí críochnaithe an tséasúir athrú freisin ar na cúiseanna céanna.

Áirithe i Ról na Treoraithe Séasúra/ Oifigigh Eolas beidh:

- Caomhnú an Láithreáin
- Stiúradh agus eagrú cuairteoirí chun ord a choimeád agus chun a chinntiú nach gcuirfeadh isteach ar an láithreáin
- Cinntiú go gcloífeadh le pé rialacha atá ann do chuaiteoirí.
- Bheith freagrach as slándáil agus sábháilteacht ag an láithreáin.
- Fáiltiú Roimh Chuaiteoirí & na dualgais a bhaineann leis
- Fáilte a chur roimh cuairteoirí chuig an láithreán
- Cuntas ar an an láithreán agus na háiseanna a thabhairt do chuaiteoirí
- Riarachán ticéid agus admhálacha
- Litríocht, cártaí poist agus póstaer a dhíol
- Airgead a chomhaireamh agus na fáiltais a réiteach
- Stoc a chomhaireamh

Seasonal Guide / Information Officer

(A) ABOUT THE POSITION

Visitor Services of the Office of Public Works currently seek enthusiastic people to join their dedicated Guide Teams at National Monument/National Historic Property Sites under their remit. This competition will be used to fill a range of temporary/seasonal posts over the next year.

The duration of seasonal employment may vary, depending on the local operational requirements. The hours, commencement dates and completion dates of the season may also vary for the same reasons.

The role of the Seasonal Guide / Information Officer will include:

- Protection of the Site
- Supervising and controlling visitors so as to maintain order and prevent interference with the site
- Ensuring that any rules for visitors are observed
- Being responsible for security and safety at the site
- Visitor Reception & related duties
- Welcoming visitors to the site
- Introducing visitors to the site and its facilities
- Administering admission tickets and receipts
- Selling literature, postcards and posters
- Counting money and reconciling receipts
- Counting stock

- An oifig fáiltithe agus áiseanna eile an láithreáin a choinneáil glan agus slachtmhar
- Gléas closamhairc nó fearas cuí eile a oibriú
- Déileáil le fiosrúcháin faoin gceantar agus na háiseanna do chuairoteoirí ann
- Déileáil le fiosrúcháin fón
- Déileáil le háirithintí don láithreán
- Cur chun cinn agus léirmhíniú an Láithreáin
- Cur amach ar gach gné gach gné de thábhacht agus cúlra an láithreáin
- Do thráchtairacht turais féin a fhorbairt i gcomhairle leis an stiúrthóir agus na treoraithe eile
- Turais treoraithe a stiúradh
- Turas treoraithe a chur in oiriúint do ghrúpaí ar leith
- Turais treoraithe sa Bhéarla nó teangacha eile a stiúradh, má oireann
- Bainistíocht Imeachtaí
- Déileáil le mionfhiosrúcháin faoi ghnéithe ar leith den láithreán
- Dualgais lasmuigh lena n-áirítear Maoirseacht Páirce ach gan a bheith teoranta dóibh
- Dualgais feitheoir
- Ina theannta sin, beidh ar an sealbhóir poist aon dualgas atá in oiriúint don phost, a thugtar dó/di ó am go chéile, a chomhlíonadh agus páirt a ghlacadh i bhforbairt an post an fhad agus atá sé/sí i seilbh oifige.
- Keeping reception area and other site facilities clean and tidy
- Operating audio visual or other appropriate equipment
- Dealing with enquiries about the area and its visitor facilities
- Dealing with phone enquiries
- Handling bookings for the site
- Promotion and interpretation of the Site
- Familiarisation with all aspects of the importance and story of the site
- Developing own tour commentary in conjunction with supervisor and other guides
- Giving guided tours
- Adapting a guided tour to suit a particular group
- Conducting guided tours through Irish or other languages, where applicable
- Event Management
- Dealing with detailed enquiries about particular features of the site
- Outdoor duties to include but not limited to Park Stewarding
- Invigilating duties.

In addition, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Aspects of this role may be physically demanding, therefore a reasonable level of general fitness is required.

- D'fhéadfadh gníomhaíochtaí coirp a bheith i gceist le gnéithe den ról seo, dá bhrí sin ní mór don iarrthóir a bheith corpacmhainneach.

(B) RIACHTANAIS

Ní mór d'iarratasóirí na nithe seo leanas a bheith acu:

- Feasacht ar an Oidhreacht agus tuiscint agus spéis sa Stair
- Tuiscint ar réasúnaíocht stairiúil agus modheolaíocht taighde
- Cumas dul i dteagmháil le agus cláir a dhéanamh do lucht féachana éagsúil, daoine aonair agus pobail, ar an láthair agus ar líne.
- Ní mór d'iarrthóirí a bheith 18 mbliana d'aois ar a laghad ar 1 Eanáir 2024. Tá scor éigeantach nuair a shroicheann siad 70 bliain d'aois. Ní mór d'iarrthóirí teastas breithe bunaidh nó Pas a sholáthar chun críocha fíoraithe aoise mar chuid den phróiseas réamhfhostaíochta. Ní dhéanfar aon cheapachán chuig an bpost do na hiarrthóirí sin nach gcomhlíonann na critéir aoise

Taithí oibre iomchuí

- An cumas oibriú mar chuid d'fhoireann agus idirghníomhú le comhghleacaithe, bainisteoirí agus leis an bpobal ar bhealach tuisceanach, cúirtéiseach agus gairmiúil. An cumas cur le spiorad maith foirne agus é a chothabháil
- Toilteanas glacadh le treoir
- Scileanna idirphearsanta agus cumarsáide den scoth lena n-áirítear muinín agus cumas cuir i láthair a dhéanamh do ghrúpaí

(B) ESSENTIAL REQUIREMENTS

Candidates must have:

- Heritage awareness and an appreciation and interest in history
- An understanding of historical reasoning and research methodology
- Ability to engage with a programme for diverse audiences, individuals and communities, on-site and on-line.
- Candidates must be at least 18 years of age on 1st January 2024. Retirement is compulsory on reaching 70 years of age. Candidates will be required to provide an original birth certificate or Passport for age verification purposes as part of the pre employment process. No appointment to the position will be made to those candidates who do not meet the age criteria

Relevant work experience

- The ability to work as part of a team and interact with colleagues, managers and the public in a tactful, courteous and professional manner. The ability to contribute to and maintain a good team spirit
- The willingness to take direction
- Excellent interpersonal and communication skills including confidence and an ability to address groups
- Sound judgement and decision making ability, especially in emergency situations
- Concern for clarity and work quality

- Dea-bhreithiúnacht agus scileanna cinnteoireachta go háirithe i gcásanna éigeandála
- Suim i leith soiléireacht agus caighdeán oibre
- Taithí ar chóras agus nósanna imeachta TFC
- Feasacht iomlán ar nósanna imeachta sláinte agus sábháilteachta. Ní mór an Obair ar fad a chur i gcrích ar bhealach éifeachtach agus sábháilte, de réir threoracha an mhaoirseora/bainisteora, maidir leat féin, lena chomhghleacaithe agus leis an bpobal trí riachtanais Sláinte agus Sábháilteachta a thuiscint, a urramú agus a chur i bhfeidhm
- Feasacht ar ghá an láithreán a chaomhnú
- Tiomantas do Sheirbhísí do Chustaiméirí ar Ardchaighdeán
- Experience of working with ICT systems and procedures
- Thorough awareness of health and safety procedures. Work must be performed in an efficient and safe manner, in accordance with the directions of the supervisor / manager, with regard to self, colleagues and the public through understanding, observance and application of Health and Safety requirements
- Awareness of the need to protect the site
- Commitment to Quality Customer Service

(C) COINNÍOLLACHA SEIRBHÍSE

Eolas Ginearálta um Fhostaíocht mar Threoraí Séasúrach/Oifigeach Eolais

1. Ráta Pá

Ba chóir d'iarrthóirí a thabhairt faoi deara go dtosófar ag íosmhéid an scála agus ní bheidh caibidlíocht tuarastail i gceist. D'fheadfadh an ráta íocaíocht a bheith leasaithe ó am go h-am ar aon dul le beartas rialtais. (€14.25 - €22.60 san uair)

2. Seachtain Oibre

Ní mór do threoraíthe séasúra lánaimseartha, mura gcuirtear a mhalairt in iúl, oibriú ar uainchlár (cúig lá thar seacht lá na seachtaine lena n-áirítear deireadh seachtaine agus laethanta saoire poiblí). Teastaíonn solúbthacht tinrimh, tinreamh tráthnóna san áireamh nuair is gá

(C) CONDITIONS OF SERVICE

General Information for Employment as a Seasonal Guide / Information Officer

1. Rate of Pay

Candidates should note that entry will be at the minimum point of the Guide scale and will not be subject to negotiation. The rate of remuneration may be adjusted from time to time in line with Government policy (€14.25 - €22.60 per hour)

2. Working Week

Full time seasonal guides, unless otherwise indicated, are required to work on a roster (five days over seven days per week including weekends and public holidays). Flexibility in attendance is required, including evening attendance as and when required

3. Sunday Pay

Time + Time for hours actually worked.

4. Annual Leave Entitlement

Seasonal Guide / Information Officer will have their annual leave allowance determined by a pro-rata amount of the 25-

3. Pá Domhnaigh

Am + Am le haghaidh uaireanta a oibrítear

4. Teidlíocht Saoire Bhliantúil

Socrófar liúntas saoire bhliantúil na dTreoirí Oidhreachta (Séasúrach) ag méid pro-rata den uasmhéid 25 lá arb é an liúntas bliana iomlán é. Mar gheall ar nádúr séasúrach an phoist, d'fhéadfadh srianta áirithe a bheith i bhfeidhm maidir leis an am a ghlacann Treoirí saoire le linn a bhfostaíochta séasúrach. Nuair is infheidhme, íoctar pá in ionad saoire ag deireadh na tréimhse oibre.

5. Pá Breoiteachta

Íocfar saoire bhreoiteachta i gcomhréir le Scéim Saoire Breoiteachta na Seirbhíse Poiblí. Tá na rialacháin in Ionstraim Reachtúil (R.I.) Uimh. 124 de 2014 agus rialacháin leasaithe 2015 SI 384 de 2015, tá cóip dí seo ar fáil ag

<http://www.irishstatutebook.ie/eli/2014/si/124/made/en/pdf>

<https://hr.per.gov.ie/Sick-Leave-Amendment-Regulations-2015-SI-384-of-2015.pdf>

6. Uaireanta Oibre

Níl uaireanta seasta ann, ach socrófar uaireanta oibre ag braith ar riachtanaisí bainistíocht áitiúil le linn thréimhse do fhostaíocht.

7. Timpeallacht Oibre Fhisiciúil agus Cumas Iarrthóra

Teastaíonn obair fhorleathan ghutha chun tabhairt faoi thurais agus déileáil le grúpaí cuairteoirí. Bíonn obair i ndrochaimsir, obair i spásanna teoranta, ar airdí agus ar thalamh mhíchothrom i gceist ag suíomhanna áirithe. Tabhair faoi deara, le do thoil, bíonn talamh i suíomhanna áirithe dúshlánach.

Trí iarratas a dhéanamh ar an bpost, deimhníonn an t-iarratasóir nach ann d'aon rud ar bhunús sláinte a chuirfeadh cosc ar an iarratasóir ó riachtanais an phoist a shásamh ar bhealach comhsheasmhach agus sásúil agus bíonn an t-iarratasóir go hiomlán inniúil, go hiomlán cumasach agus ar fáil chun tabhairt faoi dhualgais an phoist.

Beidh ar cheapaithe ceistneoir sláinte ar líne a chomhlánú agus beidh orthu a dhearbhu, chomh

day maximum which is the full year allowance. Because of the seasonal nature of the position, certain restrictions may apply to when Guides take leave during their seasonal employment. Where applicable, pay in lieu of leave is paid at the end of the working period.

5. Sick Pay

Sick leave will be paid in accordance with the Public Service Sick Leave Scheme. The regulations are contained in Statutory Instrument (S.I.) No 124 of 2014 and Amended Regulations 2015 SI 384 of 2015, a copy of which is available at

<http://www.irishstatutebook.ie/eli/2014/si/124/made/en/pdf>

<https://hr.per.gov.ie/Sick-Leave-Amendment-Regulations-2015-SI-384-of-2015.pdf>

6. Hours of Attendance

Hours are not fixed and can vary from site to site. The actual hours of attendance will be arranged according to local management requirements during the period of your employment.

7. Physical Work Environment and Candidate Capabilities

Undertaking tours and dealing with visitor groups requires extensive vocal work. Outdoor work in inclement weather, work in confined spaces, at heights and on uneven ground are factors at certain sites. Please note that some sites have terrain that is challenging.

By applying for the position, the applicant is confirming that there is nothing on the grounds of health which would preclude the applicant from meeting the requirements of the position in a consistent and satisfactory manner and the applicant is fully competent, fully capable and available to undertake the duties of the post.

Appointees will be required to complete an online health questionnaire and will also be required to declare, before appointment, that they are fully capable of undertaking the duties and responsibilities attached to the position. Employment in the position will be

maith, sula gceaptar iad, go bhfuil ar a lánchumas acu tabhairt faoi na dualgais agus na freagrachtaí a bhaineann leis an bpost. Le bheith fostaithe sa phost, beidh ar an gceapaí a bheith in ann riachtanais an phoist a shásamh go hiomlán i gcónaí.

Más mian le hiarrthóir aon chóiríocht, oiriúnú nó éascú san ionad oibre a iarraidh, tar éis dó tairiscint cheapacháin a fháil, is féidir leis an iarrthóir aon socruithe a aithint ar an bhfógra éigeantach 'Foirm Dhaonáirimh Foirne' le cur ar ais chuig Oifigeach Idirchaidrimh Míchumais (DLO) OOP mar chuid. dá ngnóthais réamhfhostaíochta.

8. Gnás Feistis

Ní mór duit cloí le cód néata feistis le linn uaireanta oibre. Cuirtear éide threorach ar fáil ag suíomhanna áirithe. Seachas sin, b'fhéidir go mbeidh liúntas éide treorach iníoctha nuair is riachtanas bainistíochta é a threoraíonn oiriúnú do chóras éadaí dathchódaithe

9. Aoisliúntas

Maidir le Threoraí Séasúrach / Oifigeach Eolais, a earcaítear roimh 1 Eanáir 2013, soláthraítear sochair aoisliúntais de réir théarmaí na Scéime Aoisliúntais Neamh-ranníocach do Státseirbhísigh Neamhbhunaithe.

Tá ballraíocht sa scéim éigeantach.

Is é 65 an aois scoir íosta ag a bhfuil pinsean iníoctha do chomhaltaí na Scéime seo agus is é 70 an aois scoir éigeantach.

Tá an pinsean seo comhtháite leis an Roinn Coimirce Sóisialaí, Pinsean Stáit (Ranníocach) atá iníoctha faoi láthair le héifeacht ó 66 bliana d'aois.

Tá an pinsean seirbhíse poiblí a íoctar faoin Scéim seo bunaithe ar an mbonn tuisceana go bhfaighidh an duine an Pinsean Stáit (Ranníocach) freisin, ag an uasráta pearsanta ar scor.

Sa chás nach dtarlaíonn sé seo, d'fhéadfadh Pinsean Forlíontach a bheith iníoctha, ar iarratas ón gcomhalta scortha (níl aon teidlíocht uathoibríoch ann agus is ar an duine aonair atá an dualgas iarratas a dhéanamh).

Ní bhíonn aois scoir uasta ag baill foirne a ceapadh idir 1 Aibreán, 2004 agus 31 Nollaig, 2012.

subject to the appointee remaining fully capable of meeting the requirements of the position.

If a candidate wishes to request any workplace accommodation, adaptation or facilitation, upon receiving an offer of appointment, the candidate can identify any accommodations on the obligatory 'Staff Census Form' to be returned to the OPW Disability Liaison Officer (DLO) as part of their pre-employment undertakings.

8. Dress Code

You are required to observe a neat code of dress during working hours. A guide uniform is provided at certain sites. Otherwise, a guide uniform allowance may be payable where it is a management requirement that guides adapt a colour coded clothing regime.

9. Superannuation

For a Seasonal Guide / Information Officer recruited before 1 January 2013 superannuation benefits are provided in accordance with the terms of the Non-Contributory Superannuation Scheme for Non-Established Civil Servants.

Membership of the scheme is compulsory.

The minimum retirement age at which pension is payable for members of this Scheme is 65 and compulsory retirement age is 70.

This pension is integrated with the Dept. of Social Protection, State Pension (Contributory) which is currently payable with effect from Age 66.

The public service pension paid under this Scheme is based on the assumption that the individual will also receive the State Pension (Contributory), at the maximum personal rate on retirement.

Where this does not happen, a Supplementary Pension may be payable, on application by the retired member (there is no automatic entitlement and the onus is on the individual to apply).

Staff appointed between 1 April, 2004 and 31 December, 2012, do not have a maximum retirement age.

Déanfar baill foirne a ceapadh tar éis an 1 Eanáir, 2013, ach amháin má bhí siad ina gcomhaltaí de Scéim Pinsin na Seirbhíse Poiblí roimhe seo agus nach raibh sos seirbhíse níos faide ná 26 seachtain acu, cláraithe go huathoibríoch i Scéim Pinsin na Seirbhíse Poiblí Aonair. Tá an aois scoir íosta do chomhaltaí Scéime ar aon dul leis an aois incháilitheachta don Phinsean Stáit Ranníocach Seanaoise, 66 bliana d'aois faoi láthair.

Tá ballraíocht sa scéim éigeantach.

Tá scor éigeantach ar shroicheadh 70 bliain d'aois.

Deonaítear pinsin do chéilí agus leanaí cleithiúnacha faoi théarmaí na Scéime Ranníocach do Chéilí agus Leanaí Státseirbhíseach neamhbhunaithe. Tá ballraíocht sa scéim éigeantach.

Nuair a thairgtear coinne dó, cinnfidh an Roinn/Oifig fostaithe, i bhfianaise stair fostaíochta an cheapaí, cibé acu an 'iontrálaí nua' é nó nach ea. Moltar d'iarrthóirí breathnú ar Alt 2 den Acht um Aoisliúntas na Seirbhíse Poiblí (Forálacha Ighnéitheacha) 2004 maidir leis an sainmhíniú ar "iontrálaí nua". Tá téacs Alt 2 agus den Acht ar fáil ar an suíomh Gréasáin www.oireachtas.ie.

Ceanglófar ar cheapaithe aon teidlíochtaí ar shochar pinsin Seirbhíse Poiblí (in íocaíocht nó caomhnaithe) ó aon fhostaíocht Seirbhíse Poiblí eile a dhearbhu.

10. Fostaíocht Eile

Ní féidir le ceapaithe a bheith fostaithe ag comhlacht seirbhíse poiblí i rith thréimhse an cheapacháin le OOP.

Caithfidh iarrthóirí atá as láthair, agus faomhadh tugtha don asláithreacht sin, ó fhostaíocht eile a chinntiú nach bhfuil a dtéarmaí asláithreachta á neamhchomhlíonadh trí ghlacadh le post le OOP; caithfear cruthúnas na dtéarmaí seo a sholáthar dúinn.

Caithfidh iarrthóirí atá fostaithe ar scéimeanna fostaíochta pobail a gcáilitheacht don phost a dheimhniú, agus cruthúnas a sholáthar, i leith a gcáilitheachta don phost, ag a soláthraí.

11. Coinníollacha Cáilitheachta agus Fostaíochta

Staff appointed after 1 January, 2013, unless they have previously been members of a Public Service Pension Scheme and have not had a break in service of greater than 26 weeks, will be automatically enrolled in the Single Public Service Pension Scheme. The minimum retirement age for Scheme members is in line with the age of eligibility for the Contributory Old Age State Pension, currently Age 66.

Membership of the scheme is compulsory.

Retirement is compulsory on reaching 70 years of age.

Spouses' and dependant children's pensions are granted under the terms of the Contributory Scheme for the Spouses and Children of non-established Civil Servants.

Membership of the scheme is compulsory.

At the time of being offered an appointment, the employing Department/Office will, in the light of the appointee's employment history, determine whether he or she is a 'new entrant' or not. Candidates are advised to consult Section 2 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 in relation to the definition of "new entrant". The text of Section 2 and of the Act is available on the website www.oireachtas.ie.

Appointees will be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment.

10. Other Employment

Appointees cannot be employed by another public service body during the period of appointment with the OPW.

Candidates who are on approved absences from other employment must ensure they are not impinging on their terms of absence by taking up a position with the OPW; proof of these terms must be supplied to OPW.

Candidates engaged on community employment schemes must determine, and supply proof, of their eligibility for the position, by their provider.

Tá an t-iarrthóir freagrach as a chinntiú go sásaíonn sé/sí na riachtanais cháilitheachta agus go bhfuil ar a c(h)umas glacadh leis an bpost seo agus riachtanais an phoist seo a shásamh. Má theipeann air/uirthi aon chinn de na riachtanais cháilitheachta agus na coinníollacha a bhaineann leis an bpost a shásamh, cuirfear deireadh le Conradh an iarrthóra, má eisíodh ceann.

(D) LIOSTA SUÍOMHANNA INA BHFUIL POIST INLIÓNTA

(De réir Contae in ord aibítire)

- Baile Átha Cliath – Príosún, agus Teach Cúirte, Chill Mhaighneann
- Chill Mhantáin – Ionad Cuairteoiri Ghleann Dá Loch
- Cill Chainnigh - Cnuasach Láithreáin Chill Chainnigh – Mainistir Sheireapúin, agus Teampall Mhuire Gabhrán
- Cill Chainnigh - Darc Fhearna
- Corcaigh – Oileán Chuilinn (Garinish)
- Corcaigh – Cnuasach Tuaisceart Chorcaigh - Gairdiní Garrán Áine agus Eastát Dhún ar Aill
- Dun na Gall – Muilte Arbhair agus Lín an Mhuilinn Úir
- Loch Garman – Caisleán Bhaile Hac agus Caisleán Fhearna
- Mhaigh Eo - Achaidh Chéide – phirtamseartha
- Thiobraid Árann - Caisleán na Cathrach
- Thiobraid Árann – Carraig Phádraig

(E) PRÓISEAS IARRATAIS AGUS ROGHNAITHE

1. Conas iarratais a dhéanamh

Tá an foirm iarratais le fail ar www.heritageireland.ie amháin.

Ní mór an Foirm iarratais a líona agus a sheoladh go leictreonach ar www.heritageireland.ie

11. Eligibility and Employment Conditions

The candidate is responsible for ensuring that she/he meets the eligibility requirements and is capable of taking up and meeting the requirements of this position. Failure to meet any of the eligibility requirements and conditions attached to the position will result in the candidate having their Contract of Employment terminated should one have been issued.

(D) LIST OF SITES WITH FILLABLE POSITIONS

(By County in alphabetical order)

- Cork – Garinish Island – Innacullin
- Cork – North Cork Cluster - Doneraile Estate & Annes Grove Gardens
- Donegal – Newmills Corn & Flax Mill
- Dublin – Kilmainham Gaol and Courthouse
- Kilkenny – Dunmore Cave
- Kilkenny – Kilkenny Cluster – Jerpoint Abbey & St Marys Church Gowran
- Mayo - Céide Fields - Part Time
- Tipperary – Cahir Castle
- Tipperary – Rock of Cashel
- Wexford - Wexford Cluster - Ballyhack Castle & Ferns Castle
- Wicklow – Glendalough Visitor Centre

(E) THE APPLICATION AND SELECTION PROCESS

1. How to apply

The Application Form is **only** available on www.heritageireland.ie

The Application Form must be completed and submitted electronically on www.heritageireland.ie

Applications will not be accepted by post or Fax.

Ní ghlacfar le iarrataisí ón posta nó ó facs.

Próiseas Iarratais

Ní mór an fhoirm iarratais a chomhlíonadh agus a chur isteach in aon seisiún amháin ar do bhrabhsálaí. Níl aon deis d'fhoirm a shábháil agus filleadh ar an leathanach idirlín chun í a chríochnú sula gcuirtear isteach í. Ná déan athnuachan agus ná brúigh an cnaipe siar ar do bhrabhsálaí sula gcuireann tú an fhoirm chomhlíonta isteach – ní dhéanfar aon eolas atá curtha isteach ag an bpointe sin a shábháil. Cinntigh, le do thoil, go dtuigeann tú riachtanais na foirme sula dtosaíonn tú.

Ní mór gach cuid den fhoirm a chomhlíonadh.

Ní ghlacfar ach le hiarratais a chuirtear isteach go hiomlán ar líne san chomórtas. **Ní ghlacfar le hiarratais tar éis an dáta dúnta.**

Teagmháil

Mura bhfaigheann tú admháil ar d'iarratas taobh istigh de 24 lá oibre ó lá d'iarratais, cuir glaoch ar guiderecruitment@opw.ie

D'fhéadfadh go mbeadh gearrliosta i gceist sa chomórtas seo agus mar sin ní gá go cuirfeadh agallamh ar gach iarrthóir. Ní thugann cead isteach iarrthóra do chomórtas, nó cuireadh chun agallaimh, le tuiscint go nglacann Oifig na n-Oibreacha Poiblí leis go gcomhlíonann an t-iarrthóir úd na riachtanais nó nach bhfuil an t-iarrthóir dícháilithe ó cheapachán, de réir dlí. Ní ráthaíonn sé, ach oiread, go bpléifear a thuilleadh le d'iarratas.

Tá de dhualgas ort a chinntiú go gcomhlíonann tú riachtanais cháilitheachta an chomórtais sula gcuirtear faoi agallamh tú. Mura gcomhlíonann tú na bunriachtanais iontrála seo agus má théann tú faoi agallamh dá ainneoin sin, cuirfidh tú costas gan ghá ort féin. Ní bheidh Oifig na n-Oibreacha Poiblí freagrach as costais ar bith a tharraingeoidh iarrthóir air/uirthi féin a aisíoc.

2. Spriocdháta

Ní mór do's na Foirm Iarratais a bheith líonta roimh 5 i.n 14 Bealtaine 2024

Application Process

The application form must be completed and submitted during a single session on your browser. There is no facility to save your form and return to the web page to complete before submitting. Do not refresh or use the back button on your browser before submitting your completed form, any data entered at that point will not be saved. Please familiarise yourself with the form requirements before commencing.

All sections of the form must be fully completed.

Only applications fully submitted online will be accepted into the competition.

Applications will not be accepted after the closing date.

Contact

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact guiderecruitment@opw.ie

The admission of a person to a competition is not to be taken as a guarantee of interview as shortlisting may apply. Furthermore, an invitation to attend interview is not to be taken as implying that the Office of Public Works is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

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 Office of Public Works will not be responsible for refunding any expenses incurred.

2. Closing Date

3. An Próiseas Roghnaithe

D'fheadfadh na nithe seo a leanas a bheith áirithe sa phróiseas roghnaithe:

- Gearrliostú iarrthóirí de réir an eolais atá ar fáil ar a bhfoirmeacha iarratais
- Agallamh lomaíoch

Déanfar breithniú ar iarrthóirí d'agallamh dá gcéad rogha suímh.

Ní dhéanfar breithniú ar dara rogha iarrthóra ach amháin i gcásanna ina dteiptear ar phoist a líonadh.

Mar sin féin, déanfar iarrthóir nach n-éiríonn leis an agallamh ar a shuíomh céad rogha a chur as an áireamh le haghaidh ceapacháin ag a láithreán dara rogha.

Ba cheart d'iarrthóirí a bheith ar fáil ar na dátaí a leagann Oifig na n-Oibreacha Poiblí amach agus ba cheart dóibh a chinntiú go bhfuil na sonraí teagmhála a sholáthraítear ar an bhfoirm iarratais cruinn agus ceart. Ní bheidh Oifig na n-Oibreacha Poiblí freagrach as aon chostas a tharraingíonn iarrthóirí orthu féin.

I gcás go dtugtar faoi chleachtadh gearrliostaithe, scrúdóidh bord saineolaithe na foirmeacha iarratais agus déanfaidh siad iad a mheasúnú in aghaidh critéir réamhchinnte bunaithe ar riachtanais an phoist agus an lín dhóchúil poist inlionsa in aon láthair ar bith. **Is ar mhaithe leat féin, mar sin, go dtabharfá mionchuntas cruinn ort féin, idir cháilíochtaí agus taithí, ar an bhfoirm iarratas.**

Ag brath ar riachtanais an láithreáin féadfar an próiseas Gearrliostaithe a dhéanamh níos mó ná uair amháin agus tabharfar cuireadh chun agallaimh d'iarrthóirí de réir mar a bhíonn gá le foireann

Sula moltar duine don cheapachán seo, déanfaidh Oifig na n-Oibreacha Poblí gach fiosrúchán a cheaptar is gá chun oiriúnacht an iarrthóra a shocrú. Ní féidir socrú deiridh a dhéanamh nó ní féidir glacadh leis go bhfuil socrú deiridh déanta, go dtí go mbeidh gach

The Application Form must be completed no later than 5pm, 14 May 2024

3. The Selection Process

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

- Short-listing of candidates on the basis of the information contained in their applications
- On merit following a competitive interview

Candidates will be considered for interview for their first choice site.

Only in cases where positions fail to be filled will a candidate's second choice be considered.

However, a candidate who is unsuccessful at interview for their first choice site will be eliminated from consideration for appointment at their second choice site.

Candidates should make themselves available for interview on the date(s) specified by the Office of Public Works and ensure that the contact details specified on the application form are correct. The Office of Public Works will not be responsible for refunding any expenses incurred by candidates.

In the event of a shortlisting exercise being employed an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the likely number of fillable positions in any location. **It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.**

Prior to recommending any candidate for appointment to this position the Office of Public Works will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages

staid den phróiseas earcaíochta críochnaithe go hiomlán.

Sa chás go ndiúltaíonn duine a mholtar do cheapachán an ceapachán sin, nó má éiríonn sé/sí as tar éis dó/di glacadh leis an gcheapachán, féadfaidh Oifig na n-Oibreacha Poiblí, mar is toil leo, duine eile a roghnú agus a mholadh le ceapadh de thoradh an chomórtais seo.

4. Aiseolas

Tabharfar aiseolas ar fáil ar iarratas tar éis gach céim den phróiseas roghnaithe.

(F) EOLAS GINEARÁLTA

1. Nuair a mheastar iarrthóireacht a bheith tarraingthe siar

Glacfar leis go bhfuil a n-iarrthóireacht tarraingthe siar ag iarrthóirí nach bhfreastalaíonn ar agallamh ag an am cuí san áit chuí nó nach soláthraíonn, má iarrtar a leithéid orthu, cibé fianaise atá de dhíth ar Oifig na n-Oibreacha Poiblí i dtaca le hábhar ar bith a bhaineann lena n-iarrthóireacht.

2. Imréiteach / Slándáil an Gharda Síochána

Ceanglófar ar gach iarrthóir agus a n-oiriúnacht á chinneadh páirt a ghlacadh i nGrinnfhiosrúchán an Gharda Síochána sula mbronnfar Conradh Séasúrach fostaíochta orthu.

Seolfar foirm iarratais ar Ghrinnfhiosrúchán an Gharda Síochána (NVB a1) trí ríomhphost chuig iarrthóirí a mheastar a bheith oiriúnach do Chonradh Séasúrach. Beidh ar iarrthóirí an fhoirm chomhlánaithe mar aon leis an gcáipéisíocht bhunaidh a chur i láthair go pearsanta do bhainisteoir suímh ainmnithe an OOP chun cruthúnas ar a n-Aitheantas Grianghrafadóireachta agus cruthúnas ar sheoladh reatha a fhíorú. Nuair a gheofar an t-eolas seo inár gCeannoifig, seolfar ríomhphost chuig an iarrthóir chun iarratas níos

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

4. Feedback

Feedback will be available on request after each stage of the selection process.

(F) GENERAL INFORMATION

1. Deeming of Candidature to be withdrawn

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

2. Garda Clearance/Security

All candidates in determining their suitability will be required to take part in Garda Vetting in advance of being awarded a Seasonal Contract of employment.

Candidates who are deemed suitable for a Seasonal Contract will be sent a Garda Vetting application form (NVB a1) via email. Candidates will be required to present in person, to the nominated OPW site manager with the completed form along with original documentation to verify proof of their Photographic Identification and proof of current address. Once this information is received in our Head Office, the candidate will be sent an email to complete a more detailed application for the National Vetting Bureau.

mionsonraithe a chomhlánú don Bhiúro Náisiúnta Grinnfhiosrúcháin.

Tabhair le fios le do thoil: Is ar an iarrthóir féin a bheidh aon chostais bainteach leis an bpróiseas seo, i gcásanna áirithe d'fhéadfadh costais a bheith substaintiúil nuair a bhíonn imréiteach ag teastáil ó thíortha eile. A luaithe a bhíonn imréiteach ag duine ó cíbe tír ina raibh cónaí air áfach, is féidir é a úsáid ansin in aon phróiseas Grinnfhiosrúcháin Garda ar mhaith leo a bheith páirteach ann amach anseo.

Imréiteach Thar Lear (Deimhniú Póilíní)

Má chónaigh tú lasmuigh de Phoblacht na hÉireann nó Tuaisceart Éireann fad a bhí tú os cionn 18 mbliana d'aois ar feadh tréimhse 6 mhí nó níos faide, tá ort Imréiteach Thar Lear a sholáthar do gach ceann de na tíortha inar chónaigh tú. Caithfidh d'imréiteach slándála a bheith dátaithe i ndiaidh gur fhág tú an tír sin agus caithfidh sé tréimhse iomlán do chónaithe a chumhdach. Tá an t-iarratasóir freagrach as imréiteach a lorg ó thíortha eile agus caithfidh an t-iarratasóir íoc as na costais go léir a thaibhítear sa phróiseas. Próiseas atá ann a d'fhéadfadh roinnt ama a ghlacadh agus molaimid go gcoimeádann an t-iarratasóir an bhunchóip den cháipéis seo.

Ar mhaith le cuspóirí OOP, ní mheasfar go mbeidh grinnfhiosrúchán iarratasóra críochnaithe go dtí go bhfaighimid an tImréiteach Thar Lear ábhartha (Deimhniú Póilíní).

Ní choinneoidh Oifig na nOibreacha Poiblí na doiciméid a bhaineann le do ghrinnfhiosrúchán garda ar feadh níos mó ná bliain amháin

3. Tábhacht Rúndacht

Ba mhaith linn a chur in iúl duit go dtugaimid tosaíocht maidir le do rúndacht a chosaint. Pléitear le gach fiosrúchán, iarratas agus gach gné de na himeachtaí le hardrúndacht agus ní thugtar aon eolas do dhuine ar bith taobh amuigh díobh siúd a bhfuil baint dhíreach acu leis an ghné sin den phróiseas.

Please note: Any costs associated with this process will be at the candidates own expense. In some cases costs may be substantial where clearance is required from other countries, however, once a person has clearance from whatever country they have resided in this can then be used in any Garda Vetting process they may wish to engage in going forward.

Overseas Clearance (Police Certificate)

If you lived outside the Republic of Ireland or Northern Ireland while you were over 18 yrs old for a period of 6 months or more you are required to provide an Overseas Clearance for each of the countries in which you have resided. Your security clearance must be dated after you departed that country and cover the entire period of your residency. Seeking clearance from other countries is the responsibility of the applicant and all expenses incurred in the process are at the expense of the applicant. It is a process that can take an amount of time. We recommend that the applicant retains the original of this document.

For OPW purposes an applicant's Garda Vetting will not be considered completed, where applicable, until we receive the relevant Overseas Clearance.

Documentation associated with your Garda Vetting will not be retained by OPW for more than 1 year.

3. The Importance of Confidentiality

We would like to assure all applicants that protecting confidentiality is a main priority. Each applicant 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 that aspect of the process.

4. Quality Customer Service

4. Seirbhís Ardchaighdeáin do Chustaiméirí

Tá sé mar aidhm againn scothsheirbhís ar ardchaighdeán a chur ar fáil dár gcustaiméirí ar fad. Má tá iarrthóirí míshásta, ar chúis ar bith, le gné ar bith den tseirbhís a chuirtear ar fáil, iarraidimid orthu an t-ábhar a chur faoi bhráid an aonaid nó an chomhalta foirne i gceist. Tá sé seo tábhachtach de bhrí go gcinntíonn sé go bhfuilimid ar an eolas faoin bhfadhb agus gur féidir gníomhú chun an scéal a leigheas.

5. Nósanna imeachta i gcás go n-iarrann iarrthóir athbhreithniú ar Chinneadh a glacadh maidir lena (h)iarraitas

Féadfaidh iarrthóir iarraidh ar athbhreithniú a dhéanamh má tá sé/sí míshásta le gníomh nó le cinneadh a rinne Oifig na nOibreacha Poiblí (OPW). Déanfaidh OPW iarraitas ar athbhreithniú a bhreithniú i gcomhréir le forálacha **Alt 7** den Chód Cleachtais *Ceapacháin i bPoist sa Státseirbhís agus sa tSeirbhís Phoiblí* arna fhoilsiú ag an gCoimisiún um Cheapacháin Seirbhíse Poiblí (an Coimisiún). Nuair a bhíonn iarraidh á déanamh ar athbhreithniú, ní mór go dtacódh an t-iarrthóir lena (h)iarraidh trí bhreac-chuntas a thabairt ar na fíricí a thaispeánann, dar leis/léi, go raibh an gníomh nó an cinneadh a rinneadh mícheart. D'fhéadfadh sé go ndiúltofaí iarraidh ar athbhreithniú mura féidir leis an iarrthóir tacú lena (h)iarraidh.

Molann an Coimisiún, faoi réir thoilú an iarrthóra, i gcás go measann an sealbhóir oifige (sa chás seo Sealbhóir Oifige an OPW), go bhféadfaí an cheist a réiteach ba cheart dó/di iarraitas a dhéanamh páirt a ghlacadh i bplé ar bhonn neamhfhoirmiúil i dtús báire, sula mbaintear úsáid as an bpróiseas athbhreithnithe foirmiúil.

Tagair, le do thoil, do www.cpsa.ie i gcomhair nósanna imeachta maidir le hAthbhreithnithe Neamhfhoirmiúla agus Foirmiúla faoi Achomharc Alt 7, tabhair do d'aire go bhfuil amlínte dochta i bhfeidhm i ngach cás.

We aim to provide an excellent quality service to all our customers. If, for whatever reason, applicants are unhappy with any aspect of the service received from us, we urge them 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.

5. Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Office of Public Works (OPW). The OPW will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Office Holder of OPW) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Please refer to www.cpsa.ie for procedures on both Informal and Formal Reviews under a Section 7 Appeal, please be aware strict timelines apply in each case.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by the OPW that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential

An Próiseas Gearán

D'fhéadfadh sé go gceapfadh iarrthóir go ndearna OPW sárú ar Chód Cleachtais an Choimisiúin agus go bhféadfadh sé gur cuireadh as do shláine an chinnidh a rinneadh sa phróiseas ceapacháin. Cuireann an próiseas gearán ar chumas iarrthóirí (nó iarrthóirí ionchasacha) gearán a dhéanamh **faoi Alt 8** chuig Sealbhóir Oifige an OPW ar an gcéad dul síos, agus chuig an gCoimisiún um Cheapacháin Seirbhíse Poiblí ina dhiaidh sin ar achomharc má tá siad míshásta fós.

- Ba cheart líomhaintí maidir le sárú ar an gCód Cleachtais a sheoladh i scríbhinn chuig an Sealbhóir Oifige ar an gcéad dul síos, **agus é sin a dhéanamh taobh istigh d'amháine réasúnach**. Ní mór don ghearánaí breac-chuntas a thabhairt ar na fíricí a thaispeánann, dar leis/léi, go raibh an próiseas a leanadh mícheart. Chomh maith leis sin, ní mór don ghearánaí an ghné den Chód a sáraíodh, dar leis/léi, agus aon doiciméid ábhartha a d'fhéadfadh tacú leis an líomhain a chur faoi iamh. D'fhéadfaí diúltú don ghearán mura bhféadann an gearánaí tacú lena c(h)uid líomhaintí tríd an mbealach ar loic an OPW maidir le prionsabail an Chóid seo a chur in iúl.
- Nuair a fhaightear gearán, d'fhéadfadh sé go gcinneadh OPW plé a dhéanamh leis an ngearánaí ar bhonn neamhfhoirmiúil.

Chun tuilleadh eolais a fháil ar na nósanna imeachta um phróiseas gearán thuas, féach le do thoil an Cód Cleachtais um Cheapacháin chun Poist sa Státseirbhís agus sa tSeirbhís Phoiblí atá ar fáil ar shuíomh Gréasáin an Choimisiúin um Cheapacháin Seirbhíse Poiblí, www.cpsa.ie

Níl aon oibleagáid ar an OPW próiseas ceapacháin a chur ar fionraí fad agus atá iarraidh ar athbhreithniú á breithniú aige. Tabhair do d'aire, le do thoil, i gcás go ndearnadh athbhreithniú foirmiúil ar phróiseas earcaíochta agus roghnúcháin faoi **Alt 7** den Chód Cleachtais seo, nach bhféadfaidh gearánaí athbhreithniú breise ar an bpróiseas céanna a lorg faoi **Alt 8**, ach amháin i gcúinsí atá thar a bheith eisceachtúil agus a chinnfidh an Coimisiún de réir a lánrogha iomlán.

candidates) to make a complaint under **Section 8** to the Office Holder of the OPW in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

- Allegations of a breach of the Code of Practice should be addressed in writing, **and within a reasonable timeframe**, to the Office Holder in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the OPW has fallen short of the principles of this Code.
- On receipt of a complaint the OPW may determine to engage with the complainant on an informal basis.

For further information on the complaints process please see the Code of Practice for Appointments to Positions in the Civil Service which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the OPW to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under **Section 7** of this Code of Practice, a complainant may not seek a further review of the same process under **Section 8**, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback or for carrying out

Iarrataí ar Aiseolas/Athsheiceálacha ar Thriail

Tá aiseolas maidir leis an bpróiseas roghnúcháin ar fáil ach iarratas a dhéanamh i scríbhinn. Níl aon amlínte ar leith leagtha síos chun aiseolas a sholáthar ná chun athsheiceálacha a dhéanamh. Tabhair do d'aire, le do thoil, gur próiseas ar leith an Próiseas Athbhreithnithe atá leagtha síos sa Chód Cleachtais le hamlínte sonrathach nach mór cloí leo. Ní gá aiseolas a fháil chun athbhreithniú a agairt. Ní gá d'iarrthóir cás mionsonraithe a chur le chéile sula ndéantar an córas athbhreithnithe a agairt. Ní féidir síneadh a chur leis an amlíne atá leagtha síos i gCód CPSA ar chúis ar bith, lena n-áirítear soláthar aiseolais agus/nó torthaí athsheiceálacha.

6. Oibleagáidí na nIarrthóirí

Ní foláir d'iarrthóirí a thuiscint go ndícháileofar iarrthóirí de bharr canbhasála agus go ndéanfar iad a eisiamh ón bpróiseas dá dheasca.

Níl sé ceadmhach ag iarrthóir:

- eolas bréagach a sholáthar go feasach nó go meargánta
- duine ar bith a chanbhasáil, le mealladh nó gan mhealladh
- pearsanú ar iarrthóir ag aon céim den phróiseas
- cur as nó baint den bpróiseas ar aon bhealach

Aon duine a sháróidh na forálacha thuas, nó a chuideoidh le duine éigin eile na forálacha thuas a shárú, tá sé/sí ciontach i gcion. Is féidir fíneáil agus/nó príosúnacht, a chur ar dhuine atá ciontach i gcion.

Ina theannta sin, i gcás gur iarrthóra i bpróiseas earcaíochta a bhí nó atá sa duine a fuarthas ciontach i gcion:

- sa chás nach bhfuil sé/sí ceaptha chuig post, dícháileofar é/í mar iarrthóir; agus
- sa chás gur ceapadh é/í de thoradh an phróisis earcaíochta atá i gceist, forghéillfidh sé/sí an ceapachán sin.

rechecks. Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

6. 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
- canvas any person with or without inducements
- impersonate a candidate at any stage of the process
- interfere with or compromise the process in any way

Any person who contravenes the above provisions or who assists another person in contravening the above provisions, is guilty of an offence.

A person who is found guilty of an offence is liable to a fine/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.

7. Data Protection

7. Cosaint Sonraí

Trí fhoirm iarratais a chur isteach chun críche iarratas a dhéanamh ar earcaíocht chuig post treoraí séasúrach laistigh d'Oifig na nOibreacha Poiblí, tugann iarrthóirí toiliú go ndéanfar na sonraí pearsanta a chuirtear isteach a phróiseáil mar chuid den phróiseas roghnúcháin agus de riarachán an chomórtais sin.

Nuair a thagann d'fhoirm iarratais isteach cruthaítear taifead faoi d'ainm, ina mbeidh go leor den eolas pearsanta a sholáthair tú. Ní úsáidtear an taifead pearsanta seo ach chun d'iarrthóireacht a phróiseáil agus má éiríonn leat, seolfar eolas áirithe a sholáthraíonn tú chuig Acmhainní Daonna agus an bhainistíocht áitiúil ar mhaithe le cuspóirí riaracháin fostaíochta.

Bíonn an fhaisnéis siúd a choimeádtar ar ríomhaire faoi réir na gceart agus na n-oibleagáidí a leagtar amach sna hAchtanna agus na Rialacháin um Chosaint Sonraí.

Chun iarraidh ar rochtain um chosaint sonraí a dhéanamh, seol d'iarraidh ar aghaidh, le do thoil, i scríbhinn chuig: Earcaíocht Treoraí, Seribhísí do Chuariteoirí, Aonad 20, Páirc Miondíola Cois Locha, Clár Clainne Mhuiris, Co Mhaigh Eo agus cinntigh go ndéanann tú cur síos cuimsitheach ar na cuntais a theastaíonn uait chun gur féidir linn an cuntas cuí a aimsiú.

Dícháileofar iarrthóirí de bharr stocaireachta ar a son.

By submitting an application form for the purpose of applying for recruitment to a seasonal guide position within the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied.

This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to HR and local management for employment administration purposes.

Such information held is subject to the rights and obligations set out in the Data Protection Acts and Regulations.

To make a data protection access request, please submit your request in writing to: Guide Recruitment Visitor Services, Unit 20 Lakeside Retail Park, Claremorris, Co. Mayo, describing, in detail, the records you seek.

Canvassing will disqualify.