



Job: **Services Officer with Paperkeeper Duties (Kilkenny)**  
Employer: Department of Enterprise, Trade and Employment

Applications are invited for the post of Services Officer with Paperkeeper Duties at the Department of Enterprise, Trade and Employment, based in the Intellectual Property Office of Ireland (IPOI), Government Buildings, Hebron Road, Kilkenny. An overview of the general duties is set out below.

Selection for the post will be by way of competency based interview (via webex) at which suitability for the role will be assessed. Performance in the current position and general conduct will also be considered.

It is intended to establish a panel following a competitive interview process. The expiry date of the panel will be **two years** from the announcement of the panel. Depending on the number of actual vacancies that arise within that period, placement on the panel does not imply that an offer of promotion will be made to anyone on the Panel.

Appointment to the post of Services Officer will be subject to the normal one year's probation at the end of which the appointment will be made substantive subject to the usual requirements including satisfactory performance and sick leave.

Applications will be shortlisted with a view to inviting selected applicants to attend for interview (via webex).

Application should be made in the form of a detailed CV, including current employment details and two references, and what period of notice would be required from current employment. The CV should be accompanied by a covering letter and sent to Lorraine at [staffing.section@enterprise.gov.ie](mailto:staffing.section@enterprise.gov.ie). Applications must be received in the Department no later than **5pm on 1 June 2021. Late applications will not be considered.**

#### **General Duties**

- Deliver letters and parcels within the office building, to other buildings of the Department, to outside Departments and to any other address that may be specified.
- Sort and deliver incoming post.
- Collect and deliver internal post.
- Collect and sort external post.
- Franking duties, as appropriate.
- Liaising with An Post.
- Liaising with courier companies and arranging for the conveying of internal post between the Department Offices in Dublin and the IPOI Kilkenny in accordance with the terms of the contract.
- Attend at the Reception Desk and to ensure full security precautions are observed.
- Control entry to the car park and arrangements for the parking of vehicles.
- Security duties, e.g. closing windows, security at Reception desk, as appropriate.
- Managing the storage of files and documents and managing the capacity to store files and documents; the preparation of file covers, filing papers on files, putting away and retrieving files and documents according to the Offices filing system.
- Ordering, maintaining and supplying stationery and sundries, including supplies of photocopying paper for the Office.

- Operating machines for printing, photocopying, binding, laminating, envelope sorting, franking etc. including changing printer ink and toner cartridges.
- Arranging for the collection and disposal of confidential and ordinary waste paper
- Key Holding duties, as appropriate.
- Assisting with ordering of office furniture and organising for disposal of same.
- Assisting with general stocktaking and maintaining stocks.
- Assisting with certain health and safety monitoring e.g. fire drills, alarm tests etc.
- Maintain a clean and tidy appearance at all times.
- Perform such other duties as may be directed by the IPOI management or the Department Business Services Unit as appropriate.

### **General requirements and qualifications**

- Ability to communicate effectively in English, both spoken and written.
- Experience of dealing with the public.
- Ability to work effectively as part of a team.
- Familiarity with basic IT applications (e.g. email, Word).
- Ability to write incident reports.
- A standard of physical fitness which would allow for the collection and delivery of correspondence both internally and externally and the operation, maintenance and movement of office machinery and equipment.

The Services Officer may be assigned to any of the Department's offices as the need arises and on the direction of the IPOI management or the Department Business Services Unit as appropriate.

Hours of attendance will be fixed from time to time but will amount to not less than 43¼ hours hours gross including lunch breaks, or 37 hours net, per week. Where extra attendance is necessary, overtime payments or time off in lieu may be allowed in accordance the civil service overtime regulations.

### **Remuneration**

#### **Personal Pension Contribution (PPC) rate with effect from 1<sup>st</sup> October 2020:**

€442.99 - €469.40 - €479.37 - €500.44 - €519.26 - €530.52 - €543.70 - €559.55 - €586.64<sup>NMAX</sup> - €600.04<sup>LSI1</sup> - €621.36<sup>LSI2</sup>

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

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

In addition the post encompasses the duties of Paperkeeper, for which an allowance is payable. The PPC rate is currently €57.45 (where a personal pension contribution is being made). Allowances may be subject to periodic review.

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation. The rate of pay may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply depending on whether a successful candidate is a currently serving civil or public servant.

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”).

Statutory deductions from salary will be made as appropriate by the Department of Enterprise, Trade & Employment.

**The Department of Enterprise, Trade and Employment is an Equal Opportunities Employer**

#### Candidates with Disabilities

Candidates who have indicated on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide Sigmar Recruitment acting on behalf of DETE, with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded to Sigmar Recruitment Ltd by close of business

#### **Other Eligibility Criteria**

##### Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. Some posts will require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts. It is important that candidates list their previous civil or public service employment, if they have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

#### **Eligibility to compete and certain restrictions**

##### Citizenship Requirement:

Eligible Candidates must be:

- (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; or
- (c) citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (e) 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) 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 debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

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

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. 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 reemployment 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.

## **General Information**

### **Shortlisting of Applications**

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

During any short listing exercise that may be employed, the Department Selection Board examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience in your application.

### **Security Clearance**

You will be required to complete and return a Garda Vetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by the Department. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

### **Enquiries**

Prior to recommending any candidate for appointment to positions the Department will make all such enquiries that are deemed necessary e.g. employer references, 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.

### **Specific candidate criteria**

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they:
  - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and
  - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Non-Refund of Expenses**

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

**Appointments from panels**

It is envisaged that a panel(s) of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate will no longer remain on the panel.

**Declining an offer of appointment**

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

**Candidates' Rights – Review Procedures in relation to the Selection Process****General information**

The Department will consider requests for review in accordance with the provisions of the codes of practice published by the Commission for Public Service Appointments (CPSA). A candidate can seek a review by a person in the Department (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a “decision arbitrator”.

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

The Codes of Practice are available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie).

## **Principal Conditions of Service**

### **1. General**

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

### **2. Pay**

The salary scale for this position with effect from 1<sup>st</sup> October 2020 is as follows:

#### **PPC rate**

€442.99 - €469.40 - €479.37 - €500.44 - €519.26 - €530.52 - €543.70 - €559.55 - €586.64<sup>NMAX</sup> -  
€600.04<sup>LS1</sup> - €621.36<sup>LS2</sup>

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6<sup>th</sup> April 1995 or is newly recruited to the Civil Service and is required to make a personal pension contribution.

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

Long service increments may be payable after three (LSI-1) and six (LSI-2) years' satisfactory service at the maximum of the scale.

In addition the post encompasses the duties of Paperkeeper, for which an allowance is payable. The PPC rate is currently €57.45 (where a personal pension contribution is being made). Allowances may be subject to periodic review.

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation. The rate of pay may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply depending on whether a successful candidate is a currently serving civil or public servant.

Payment will be weekly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply a bank account number and bank sort code to the Personnel Section.

Statutory deductions from salary will be made as appropriate by the Department of Jobs, Enterprise and Innovation.

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

### **3. Tenure and Probation**

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

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

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

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

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

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

- 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 employee 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

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

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.

#### **4. Unfair Dismissals Acts**

The Unfair Dismissals Acts 1977-2007 will not apply to the termination of your employment by reason only of the expiry of this probationary contract without it being renewed.



## **5. Duties**

You will be required to perform any duties appropriate to your grade which may be assigned to you during the probationary period. You may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

## **6. Headquarters**

On appointment to the Department your headquarters will be the Patents Office, Hebron Road, Kilkenny, or such as may be designated from time to time by the Head of the Department. When absent from home and headquarters on official duty you will be paid appropriate travelling expenses and subsistence allowances, in accordance with Civil Service regulations.

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

The terms of the Organisation of Working Time Act 1997 will apply to your employment and the hours of attendance and leave entitlements that will apply is at Section 10 below.

## **8. Hours of Attendance**

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes gross including lunch breaks or 37 hours net per week.

Where extra attendance is necessary, payment or time off in lieu may be allowed in accordance with the Civil Service regulations.

## **9. Annual Leave**

The annual leave allowance will be **22** 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.

## **10. 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 are paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due to you under the Social Welfare Acts direct to the Department of Jobs, Enterprise and Innovation. Payment of salary during illness will be subject to you making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

## **11. Superannuation and Retirement**

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

#### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

#### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **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)

## **12. Health and Safety**

Attention is drawn to the health and safety policy. It is a condition of employment that all aspects of the policy, of the Safety, Health and Welfare at Work Act and relevant regulations must be complied with at all times.

## **13. Secrecy, Confidentiality and Standards of Behaviour**

### Official Secrecy and Integrity

You will during the term of your probationary contract be subject to the provisions of the Official Secrets Act 1993 as amended by the Freedom of Information Acts 1997 and 2003. You will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

### Civil Service Code of Standards and Behaviour

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

### Ethics in Public Office Act 1995

The Ethics in Public Office Act 1995 will apply, where appropriate, to your employment.

### Publication of any Material

You will agree not to publish material related to your official duties without prior approval by the Minister.

### Political Activity

During the term of your employment you will be subject to the rules governing Civil Servants and politics.

## **14. Personnel Code**

All Circulars are available on the website <http://circulars.gov.ie> 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).**