

Candidate Information Booklet



**Campaign ID TLAC 840S State Pathologist, Office of
the State Pathologist, Department of Justice, Home
Affairs & Migration**

Location: Dublin

Client: Department of Justice

Closing Date: 3pm, Thursday 19 March 2026





publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the Employment Equality Act.

publicjobs is advertising this post and conducting the selection process including the post interview stage on behalf of the Top Level Appointments Committee 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

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Acts 2004-2013

Contact: TLAC Recruitment Unit, publicjobs

Email: tlacunit@publicjobs.ie

URL: www.publicjobs.ie

Contents

The Department.....	4
The Role.....	4
The Person.....	6
Key Competencies for Effective Performance at Assistant Secretary Level:	8
Benefits	9
How to Apply	10
Selection Process.....	11
Appendix A: Eligibility to Compete and Certain Restrictions on Eligibility	15
Appendix B: Candidates with Disabilities	17
Appendix C: Benefits and Principal Conditions of Service.....	17
Appendix D: Expenses, Deemed Withdrawn, Confidentiality, GDPR and Protected Disclosures	26
Appendix E: Candidates' Obligations, Feedback, Review and Complaint Procedures	29



Title of the position: State Pathologist
Office: Department of Justice, Home Affairs & Migration
Location: Griffith Avenue, Whitehall, Dublin 9

The Department

The Office of the State Pathologist (OSP) in Ireland was established in 1975 and is an agency under the aegis of the Department of Justice, Home Affairs & Migration.

The Office provides independent expert advice on all matters pertaining to forensic pathology and delivers a nationwide, 24/7 year-round service throughout the Republic of Ireland.

The main activity of the OSP is the performance of post mortem examinations in cases of sudden, unexplained deaths where a criminal or suspicious element is present. In approximately 5-10% of cases, this also involves a scene visit. The number of formal forensic cases, colloquially known as State cases, conducted by the Department ranges between approximately 180 -220 cases annually with 50-60 cases classified as homicides. The forensic pathologists provide a post mortem report to the relevant coroner in such cases and attend at the inquest and at any court proceedings arising out of a Garda (Irish police) investigation to provide their expert opinion.

The workload of the OSP also includes review of skeletal remains, review of external cases for expert opinion and the provision of service for non-suspicious coronial post mortem examinations at Dublin District Mortuary. The latter is on a rotational basis and only when the forensic workload allows it. The OSP is located on the same premises as the Dublin District Mortuary, which conducts approximately 1000 coronial post mortem examinations annually.

The Consultant Forensic Pathologists of the OSP are also required to facilitate forensic education by providing formal teaching to the principal medical schools in Ireland, An Garda Síochána, the Military Police and other relevant front line workers as required.

The OSP is located in a fully resourced, modern, purpose built premises located 10 minutes outside of Dublin City centre on Griffith Avenue. The Office is equipped with its own histology laboratory, with a customised case tracking system in place.

The building shares its premises with the newly refurbished Dublin District Mortuary (under the auspice of the Department of Justice, Home Affairs & Migration), which has a dedicated forensic autopsy suite.

The Role

The duties of each State Pathologist include advising An Garda Síochána on all questions pertaining to or involving the science of forensic pathology. The appointee will be required to give evidence to the courts and at inquiries, inquests and investigations concerning their examinations, findings and resulting deductions. The appointee will also be required to express an opinion in their capacity as State Pathologist on any aspect of forensic pathology or any forensic pathological question or issue that may arise.

The Office of the State Pathologist enjoys considerable autonomy in its professional role and each State Pathologist has a duty to respond to any reasonable request for his/her/their services.

The appointee will be required to deputise for the Chief State Pathologist as and when required. This includes staff supervision, research/elective supervision, membership of committees and communication with stakeholders among other responsibilities.

The successful appointee will be expected to undertake the following key duties in keeping with the high standards of the OSP and the Department of Justice, Home Affairs & Migration:

- To provide an autopsy service to Coroners and An Garda Síochána in cases where the death is regarded as suspicious.
- To take a full share in the on-call rota and be available to attend at the scene as required and subsequently carry out the post mortem examination in each case.
- Provision of evidence as an expert professional witness in any criminal case and/or coroner's inquest resulting from a death in which a post mortem examination has been carried out.
- Provision of advice on forensic death investigation and other relevant medico-legal matters to the Department of Justice, Home Affairs & Migration, Coroners and/or An Garda Síochána.
- Provision of teaching and training to An Garda Síochána and other associated professionals as well as to undergraduate medical students and in student directed components for medical students.
- To contribute to postgraduate teaching, both as formal lectures, and in the practical training of medical doctors, medical students and forensic science students attached to the Office.
- As time and other duties permit, to become involved in or develop, research programmes within the Office of the State Pathologist or in collaboration with other centres and/or academic institutions.
- To fulfil requirements for continuing medical education in accordance with the Irish Medical Council guidelines, including participation in audit schemes and peer review.

The Person

The person appointed will:

1. (a) Be a medical practitioner who is registered (otherwise than provisionally or temporarily) in the General/Specialist Register of Medical Practitioners or who is entitled to be so registered;

And

(b) (i) Have a Fellowship of the Royal College of Pathologists in Forensic Pathology

or

(ii) Have a Fellowship of the Royal College of Pathologists in Histopathology with subsequent relevant forensic qualifications (e.g. Diploma in Medical Jurisprudence (pathology), Diploma in Forensic Pathology)

or

(iii) Hold a qualification, which would be acceptable to the Public Appointments Service as being at least equivalent to the requirements specified in sub-paragraph (i) or (ii) above

And

2. (a) Have had, since becoming entitled to full registration, at least six years' satisfactory experience in the practice of the medical profession.

And

(b) Possess the requisite knowledge and ability (including the ability to communicate effectively) and be suitable to discharge the duties of the position.

Candidates must also demonstrate the following:

- Specific knowledge of Forensic Pathology, including documented histopathology experience.
- Practical experience in neuropathology and paediatric/perinatal pathology as relevant to forensic pathology (usually as part of their training).
- Experience of presenting evidence in a court in a professional and impartial manner.
- Ability to carry out post mortem examinations to a high standard and in recognition of national and international guidelines, to construct scientifically accurate, objective, comprehensive and readable medico-legal reports.
- Ability to communicate medical knowledge to lay persons and to teach proficiently at both undergraduate and postgraduate levels.

The following are DESIRABLE requirements:

- Knowledge of the medico-legal system within Ireland.
- Experience in Disaster Victim Identification or Mass Fatality response scenarios.
- Experience in post mortem radiology.
- Full Driving Licence.

Key Competencies for effective performance at Assistant Secretary and equivalent Level are being utilised for this competition:

The attention of candidates is drawn to the key competencies that have been developed for use by the Top-Level Appointments Committee (TLAC) for Assistant Secretary and equivalent posts. The competency model reflects the changing and more complex environment in which those at Assistant Secretary and equivalent level operate, with fewer resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme.



“Public Service Values” underpin four key competency areas, two of which have sub-elements.

Each of the key competencies are supported by a list of key performance indicators set out in the ‘Information Note’ available in the Advice Centre on publicjobs.ie [Assistant Secretary Competencies](#).

From time to time there may be a reassignment of Assistant Secretary and equivalent responsibilities and the person appointed therefore should be able to demonstrate that they have or can acquire quickly the capacity to deal with all aspects of the work of the Service at Assistant Secretary level and as a member of the Senior Management Team to contribute actively to the overall leadership of the organisation. The appointee may also be assigned to manage service wide projects outside his/her area of responsibility.

Ideally, applicants will meet at least two of the following criteria at a senior level:

- (a) Experience in more than one organization,
- (b) International experience (e.g. working abroad or significant engagement with international organisations and processes),
- (c) Experience outside the Civil Service,
- (d) A variety of experience (e.g. policy, strategic planning and operational).

Eligibility to compete and certain restrictions on eligibility are located in [Appendix A](#). To qualify candidates must be eligible by the date of any job offer. 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 of pension in respect of service in any Public Service employment.

Benefits

As well as a rewarding and challenging career, some of the benefits of this role in the Civil Service are:

Salary

State Pathologist – The current Personal Pension Contribution¹ (PPC) scale for this position, effective from 1st August 2025, is:

€195,185 - €203,521 - €210,468 - €218,801 - €234,434 - €246,711

Location

Griffith Avenue, Whitehall, Dublin 9

Annual Leave

30 working days

The Principal Conditions of Service for this competition can be found in [Appendix C](#).

¹ 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).

How to Apply

Applications must be made by submitting an on-line application through www.publicjobs.ie and attaching the following documents:

- **A comprehensive CV, including an organisation chart** (See *Senior Executive CV Guidance* note [here](#))
- **A short cover letter/ personal statement** (*i.e. no more than 2 pages*) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- **Key Achievements form**

Please find template application form linked [here](#) and in the Competition advert on publicjobs.ie

Please use this form to compile the required elements of your application into a single document to be attached to your online application form.

During the online application process candidates will be asked to complete a form outlining their key achievements in each of the competency areas.

At publicjobs, we are transitioning to a new recruitment platform with the aim of enhancing our services and the candidate experience. The new service will give you greater visibility and control of your application.

When accessing our new recruitment platform for the first time, candidates must register as a New User to create a profile (register a new account). To do so, please access the vacancy you wish to apply for on our Jobs Board by clicking on the title of the position. You will be brought to the vacancy where you can click on “Register” in the top right-hand section of vacancy page and follow the instructions provided.

Candidates who have already registered on the new platform will have an account and should select ‘Login’ or ‘Apply’ from the top right-hand section of the registration page or through the link at the bottom of the page.

Once you have registered and after your email address has been verified, you can then apply for the vacancy on our new system. To do this, for this campaign, you will be required to return to the vacancy page for – State Pathologist, Office of the State Pathologist - on the jobs board on www.publicjobs.ie and click on “Apply”. This time, you should select the “Login” option in the top right-hand section of the

Login Page and follow the instructions provided.

Please visit the [Help Centre](#) if you have questions or encounter technical difficulties navigating the site or making your application.

Closing Date: 3pm, Thursday 19 March 2026

Selection Process

The selection process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s);
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview, which may include a presentation, will be conducted by the Top Level Appointments Committee (TLAC).

An overview of the selection process for candidates is available [here](#)

Please note interviews may take place virtually.

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email rachel.woods@publicjobs.ie. You can expect to receive emails from us at the relevant stages notifying you of vacancy updates. You can view any previous messages received in relation to your application by selecting Review Communications under the vacancy title in the right-hand menu of your Application Centre. Please note that communications will be sent via email or direct messaging within your Application Centre, and not SMS. It is important that you regularly check your email and Application Centre for updates from publicjobs on any active vacancy. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by publicjobs.

Interaction with candidates during the campaign process will primarily be conducted online. publicjobs will send most communication through your publicjobs candidate portal and email. Check your candidate portal on a regular basis as email notifications of updates /interviews etc issued to your candidate portal



may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accepts no responsibility for communication not accessed or received by an applicant. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.

It is important to be aware that candidates must let publicjobs know of any extenuating circumstances prior to or during the particular stage of the selection process. Any documentary evidence must be supplied within 5 working days. Please note that submission of such document(s) is not a guarantee that the circumstances outlined will alter the decision/outcome. A candidate who undertakes any part of the selection process and who subsequently claims extenuating circumstances should note that this will not be considered. Examples of possible extenuating circumstances include hospitalisation or bereavement. The onus is on candidates to ensure that they perform to the best of their ability. Therefore, issues such as tiredness, nerves, travel to tests/interviews or expected results/performance not achieved, are not considered extenuating circumstances.

If you have a disability or need **reasonable accommodations** made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need please see [Appendix B](#) for further details.

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Public Appointments Service provide for the employment of a shortlisting process to select a group 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 based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria

specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 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, at least one of these should be a person to whom you have had a direct reporting relationship. 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.

If you feel you would benefit from a confidential discussion about any aspect of this significant opportunity, please contact Michelle Noone by email at michelle.noone@publicjobs.ie

Candidates should note that canvassing will disqualify.

Appendices

[Appendix A: Eligibility to Compete and Certain Restrictions on Eligibility](#)

[Appendix B: Candidates with Disabilities](#)

[Appendix C: Benefits and Principal Conditions of Service](#)

[Appendix D: Expenses, Deemed withdrawn, Confidentiality, GDPR and Protected Disclosures](#)

[Appendix E: Feedback, Review and Complaint Procedures](#)

Appendix A: Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Applications from non-EEA citizens are welcomed. Candidates in this category should be aware that even if successful at interview, an appointment to the post of State Pathologist is contingent on the securing of a Work Permit. Under the Employment Permits Acts 2003-2006, responsibility for the granting of Work Permits rests with the Department of Enterprise, Tourism and Employment. Applications for Work Permits are dealt with on a case by case basis.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation 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, Infrastructure, Public Service Reform and Digitalisation 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 are not eligible to compete in this competition. People who availed of VRS 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.

Appendix B: Candidates with Disabilities

Attracting candidates from all sectors of society to ensure accessible routes to career opportunities is a key priority of publicjobs. We are committed to equality of opportunity for all candidates. If you have a **disability or need reasonable accommodations made during the selection process, (e.g. for interview, assessments or exercises), we strongly encourage you to share this with us** so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equitable opportunity for this competition. **We can provide accommodations for any stage of the process, including online assessments, interviews or exercises.** Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will **not** impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely **confidential**.

Should you be successful, the disclosure of a disability for this stage of the process **will not be passed onto An Garda Síochána** unless you request that we do so.

If you indicate on your application form that you require reasonable accommodations, you will have the following option:

- A. If you have been provided with reasonable accommodations from publicjobs **in the last three years**, you should input the details of the most recent **competition** for which you were assigned accommodations along with your **Candidate/Application ID**

OR

- B. You will need to upload a **psychologist/medical report** as part of your application, which details your disability/requirements.

We require a report to better understand your disability and requirements. The report, in addition to your request, helps us determine what accommodations may be suitable for you, in the selection process.

The reports will only be shared with our Assessment Services Unit. In the reports, it is useful for us to see the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may **redact (block out)** parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

Please do not email your medical/psychologist's report to us – it should be uploaded directly to your online application.

Should you have any difficulty with uploading your report, please contact tlacunit@publicjobs.ie

publicjobs will ensure that your reasonable accommodations are implemented as necessary, for each stage of the recruitment process.

If you have any **queries** about the **reasonable** accommodations process or the accommodations you have received, please contact ASU@publicjobs.ie.

If you wish to discuss any matter relating to the **accessibility** of our services or building, or if you require support from our **Disability Champion** Amanda Kavanagh, please contact edi@publicjobs.ie

For further information about Diversity and Inclusion please see the [Info Hub](#) on our website. Information on the accessibility of our service may be found on the [Accessibility page](#) on our website.

Appendix C: Benefits and Principal Conditions of Service

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.

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 and the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation.

Salary

The salary scale for the position effective from 1st August 2025 is as follows:

State Pathologists - Personal Pension Contribution (PPC)²

€195,185 - €203,521 - €210,468 - €218,801 - €234,434 - €246,711

The non-PPC rate will apply where the appointee is not required to make a Personal Pension Contribution.

Important Note

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

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

² 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).

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

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

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

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

In the following circumstances your contract may be extended, and your probation period suspended:

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

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

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

a vacancy in their former grade in their former Department.

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.

Location

The position is based in Griffith Avenue, Whitehall. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Senior Public Service

The appointee will become a member of the Senior Public Service (SPS). As a member of the SPS, the appointee will have access to tailored learning and development initiatives, Executive Coaching, networking events, and the Executive Leadership programme.

Functions, Powers and Duties

The appointee 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 State Pathologist.

The Organisation of Working Time Act

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

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week. Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy. No additional payment will be made for extra attendance (over and above 41.25 hours gross) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

In addition to the usual public holidays the annual leave for this position is 30 working days.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for

service, will apply in accordance with the provisions of the sick leave circulars.

Officers 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 their Department/Office. Payment during illness will be 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 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 <https://singlepensionscheme.gov.ie/>.

Where the appointee has previously worked in a pensionable public service position as a member of a pre-existing public service pension scheme, and they have not had any breaks in public service employment of greater than 26 weeks since 1 January 2013, they may be entitled to membership of a pre-existing public service pension scheme. The pension entitlements and maximum retirement age of such appointees will be determined in the context of their public service employment history.

Important note: Pre-existing pension scheme terms may vary between public service bodies. On appointment to a new role with a new employer, the appointee will be subject to the pension terms applicable in the new body with which they are employed. In the event that the appointee is an existing civil/public servant, they should make themselves aware of any potential pension implications arising from moving employment. In this regard, it is also important to note that appointment to a position on a fixed-term basis may have implications for pension terms and/or PRSI classification.

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).

III-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 III-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 III-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 publicjobs.

Pension Accrual:

Section 52(6) of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012 limits the amount of pensionable service an individual may accrue across all pre-existing public service schemes (non-Single Scheme terms) to a maximum of forty years or equivalent; where pensionable service exceeds forty years on 28 July 2012, section 52(7) provides that they may retain the benefit of that service. This may have implications for any appointee who has acquired pension rights in a previous public service employment. Department of Public Expenditure & Reform Circular 13/2020, which is available on the website <https://www.gov.ie/en/circulars>, provides guidance on the method of calculating pension entitlements in such cases.

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.

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 Head of the Department/Organisation 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.

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.

Appendix D: Expenses, Deemed Withdrawn, Confidentiality, GDPR and Protected Disclosures

publicjobs and TLAC 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 the publicjobs is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

publicjobs will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation by TLAC. 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. Should the person recommended for appointment decline, or having accepted it, relinquish it, TLAC may at its discretion, select and recommend another person for appointment on the results of this selection process.

The Importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of Candidature to be withdrawn

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

Candidates are expected to provide all requested documentation to publicjobs, including all forms issued by publicjobs for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Use of Recording Equipment

Publicjobs does not allow the unsanctioned use of any type of recording equipment on its premises. 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 customers 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.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where she/he has not been appointed to a post, he/she will be disqualified as a candidate; and
- Where she/he has been appointed subsequently to the recruitment process in question, she/he shall forfeit that appointment.

General Data Protection Regulation (GDPR)

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

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned. To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by the publicjobs are set out on the Data Protection page of www.publicjobs.ie.

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. publicjobs is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for

appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by publicjobs and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

Protected Disclosures

The publicjobs Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available at:

[https://www.publicjobs.ie/documents/Public Appointments Service Protected Disclosures Policy 2023.pdf](https://www.publicjobs.ie/documents/Public%20Appointments%20Service%20Protected%20Disclosures%20Policy%202023.pdf)

Candidates should note that canvassing will disqualify.

Appendix E: Candidates' Obligations, Feedback, Review and Complaint Procedures

Candidates' Obligations

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and 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,
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

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

A third party must not impersonate a candidate at any stage of the process.

Contravention Code of Practice

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, if a person found guilty of an offence was, or is a candidate at a recruitment process, they will be disqualified as a candidate and excluded from the process;

If a person found guilty of an offence and has been appointed to a post following the recruitment process, they will be removed from that post.

Requests for Feedback

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

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.

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a **Review of a decision** made during the process

Or

2. **Make a Complaint** that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), 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 for Public Service Appointments (CPSA) **at its sole discretion**.

There is no obligation on publicjobs to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, publicjobs will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (publicjobs). Publicjobs will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

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 Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review process will be communicated to the requester in writing.

- A request for Informal Review must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of the publicjobs who had played a key role in the administration of the selection process.

- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

A request for Formal Review must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process
- The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by publicjobs that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under **Section 8** to publicjobs in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either publicjobs or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, publicjobs and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct publicjobs to reverse a decision taken in the course of an appointment process.** Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

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 Public Appointments Service has fallen short of the principles of this Code.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within 5 working days of notification of the decision, and will normally take place between the candidate and a representative of the publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

A Formal Complaint must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process.
- The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, Public Jobs must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the *Code of Practice for Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie.



poistphoiblí
publicjobs

publicjobs,
Chapter House,
26/30 Upper Abbey Street,
Dublin 1.
Eircode: D01 C7W6.
Phone: 01 858 7400

You can also keep up to date
on publicjobs.ie and follow us
on our social platforms:

