

Candidate Information Booklet



Environmental Scientist/Ecologist Grade III

Office of Public Works

Closing Date: 3pm on Thursday, 11th September 2025





Open competition for appointment as:

Environmental Scientist/Ecologist Grade III

Office of Public Works

Campaign ID: 25189

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publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the employment equality act.

publicjobs will run this competition 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) and available on www.cpsa.ie.

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



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Environmental Scientist/Ecologist Grade III Office of Public Works

Background

The Office of Public Works (OPW) is a government authority with responsibilities relating to three main areas:

- Flood Risk Management Services
- Heritage Services
- Estate Portfolio Management

It is the government's principal authority for Flood Risk Management with functions including guiding national policy and implementing work programmes for flood relief and arterial drainage maintenance purposes.

The OPW also has responsibility in caring for 780 heritage sites, including national monuments, historic parks, gardens and buildings. The OPW provides accommodation for government services and manages much of the State's property portfolio.

Other units within the OPW include Heritage Services and the newly formed OPW Biodiversity Unit.

Further details about the OPW and its work may be found on the [OPW's website](#).

The OPW currently has a vacancy for an Environmental Scientist/Ecologist Grade III in its Environment Section under Flood Risk Management Services.

Flood Risk Management Services

OPW is the lead agency in co-ordinating flood risk management policy and the flood relief capital programme in Ireland. Flood Risk Management (FRM) Services is the Business Unit in the OPW tasked with discharging this responsibility. The primary functions of the flood risk management programme are to develop and deliver appropriate work programmes and measures; to maintain an effective programme of maintenance of arterially drained water courses and flood defence schemes; to implement in collaboration with Local Authorities a national programme of flood relief schemes; and to advise the Government on flood risk management policy.

Environment Section

The Environment Section provides advice and direction to the Arterial Drainage Maintenance & Construction Service and across FRM planning activities. It manages the ever increasing environmental requirements, through evolving environmental policy and the continuous improvement of environmental practices across flood risk management activities. It leads the incorporation of environmental good practice into the statutory drainage and flood alleviation elements of the works programme and the integration of environmental requirements in FRM planning and flood relief scheme design. It is key in ensuring that FRM design, planning and operations are carried out in accordance with existing EU and Irish environmental legislation and policy.

The Environment Section also plays a large role in evolving corporate environmental policy, implementing OPW's corporate biodiversity strategy, liaising with corporate climate action functions and providing specialist assistance to other OPW business units as required.

Further information on some other OPW units is provided in [Appendix 1](#).

The Role

The Environmental Scientist/Ecologist Grade III will typically report to an Engineer or Environmental Scientist/Ecologist Grade II or the relevant Head of Section. They will manage environmental compliance, ecological and aquatic surveys, environmental monitoring and environmental assessments for a range of OPW activities in the aquatic environment.

Key Duties and Responsibilities

The key duties and responsibilities of the role may include:

- Inspecting and developing environmental/biodiversity management/river enhancement plans for sites under OPW management;
- Inspecting on-site construction works to ensure environmental compliance, carrying out environmental audits on construction sites and, providing environmental toolbox talks to operational staff on the ground;
- Liaising across OPW staff to assist with coaching, training and reviewing implementation of environmental procedures;
- Working with the wider OPW organisation on the management and implementation of conservation and restoration projects and other work for the management of sites, habitats and species;
- Improving environmental performance on the management of Arterial Drainage Maintenance channels by working with operational staff on the field and providing environmental advice;
- Assisting and advising on OPW and County Council led drainage maintenance or flood related applications;
- Assisting management in research and consultations on environmental issues nationally and internationally to continuously evolve and expand best practice;
- Supporting development of new strategies, procedures and practices to aid the OPW in adhering to its environmental obligations, and communicating and implementing same;
- Assisting review of national and European environmental legislation and policy requirements and strategically aligning OPW activities with same;
- Using Geographical Information Systems (GIS) and spreadsheets as data management tools for continuous improvement and expansion of environmental recording processes;
- Supporting preparation of tender specifications, procurement of environmental consultants, tender assessments and associated contract management;
- Assisting the review of environmental reports received from consultants and providing specialist advice to management;
- Representing and liaising with statutory authorities, NGOs and other stakeholders as appropriate and identifying opportunities to collaborate on improving our receiving environment with respect to relevant policy and legislation;
- Representing OPW on environmental committees and interdepartmental groups as required, and acting as a conduit for information flow between OPW and these forums;
- Supporting OPW in maintaining and developing internal work systems that comply with the provisions of ISO 9001 Quality and 18001 Health & Safety;
- Participating in the Performance Management and Development System (PMDS).

Please note: The above is a general guide to the key duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may also be assigned from time to time.

Working Environment

The OPW's Blended Working Policy has been developed and implemented in accordance with the Civil Service Blended Working Policy. Environmental Scientists/Ecologist Grade III will typically be able to work in accordance with the OPW's Blended Working Policy, subject to the business needs of the organisation.

The work is divided between field and office, with travelling envisaged in all areas of the work. The successful candidate will be required to travel to various locations nationally and stay overnight away from their work base for short periods. Travel and subsistence will be paid in line with Civil Service rates when applicable.

Please note: The Environmental Scientist/Ecologist Grade III must be available to travel at short notice.

Training and Development

The OPW is committed to ensuring that all staff members are given the support and assistance required to realise their full potential within the organisation. As part of its strategy to meet this objective, Flood Risk Management Services provides opportunities for staff to develop professional skills and knowledge over a wide range of competencies. OPW staff have access to a wide range of Civil Service wide learning and development opportunities, to support and develop core civil service competencies.

In addition, the OPW is an Engineers Ireland Continuing Professional Development (CPD) Accredited Employer. The CPD provided under the internal professional and technical training and development programme will be extended to non-engineering technical and scientific staff who are required to actively participate in the OPW CPD Programme including the objective of lifelong learning.

Professional, technical, ICT and management training is provided to keep staff up to date on relevant developments.

Other learning opportunities available to established civil servants include support for academic studies.

Office Location and Vacancy

There is currently one Environmental Scientist/Ecologist Grade III vacancy in Headford, Co. Galway.

Applicants who are successful in this competition will be placed on a panel, in an order of merit, to fill any future vacancies which may arise in any of the following locations:

- Dublin (Dublin City Centre)
- Galway (Headford)
- Meath (Trim)
- Limerick (Mungret)

Candidates are required to specify on the application form the location choice(s) in which they are willing to be placed. **Candidates can select a maximum of two locations.**

The onus is on candidates to select their correct location choice(s). Changes to these choice(s) will not be permitted after the closing date. No exceptions will be made.

Please note that accepting a position in the location you are offered means you will be removed from consideration in the other location you had expressed an interest in.

It is not expected that appointments will be made from this panel after October 2027.

Benefits

As well as a meaningful, varied, challenging and interesting career, some of the benefits of working as an Environmental Scientist/Ecologist Grade III in the OPW are:

- Salary starting at **€39,474** with yearly increments for satisfactory performance;
- Public Sector pension;
- **25** days of annual leave per year, rising to **30** days after a number of years in the grade;
- Subject to business needs and a satisfactory probationary period;
 - Flexible working with a commitment to work-life balance and a family-friendly workplace (including work-sharing arrangements and a wide variety of special leave options);
 - Access to Shorter Working Year Scheme;
 - Facility to apply for career breaks;
 - Learning and development opportunities;
- Free access to all OPW managed heritage sites;
- Cycle to work scheme;
- Access to Public Service Credit Union;
- Tax saver public transport pass;
- Opportunities for promotion through internal & open competitions.

Key Information: Environmental Scientist/Ecologist Grade III

Salary Range: From €39,474 to €79,618

Starting Annual Leave: 25 Days

***NOTE:** This is an entry-level Grade III position. Appointments will be made at the minimum point of the salary scale. The rate of remuneration is not subject to negotiation.

Hours of attendance: 41 hours and 15 minutes' gross per week

Principal Conditions of Service: Please [CLICK HERE](#) to view the Principal Conditions of Service applicable to the role, including full details of pay scale and incremental points.

Competition Closing Date: Your application must be submitted on the Public Jobs website not later than **3pm on Thursday, 11th September 2025**.

Interviews are expected to commence from October 2025.

If you do not receive an acknowledgement of receipt of your application within 24 hours of submitting your application, please email: James.Morley@publicjobs.ie

You should check your **PublicJobs.ie Message Board** on a regular basis as email notifications about updates/tests/Interviews etc. published on your Message Board can sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

ENTRY REQUIREMENTS

Essential

Candidates must have on or before **Thursday, 11th September 2025**:

1. A qualification at minimum Level 8 on the National Framework of Qualifications (NFQ) or NARIC Ireland Foreign Qualifications equivalent in an Environmental Science or Ecological discipline (or other relevant related disciplines such as Botany, Environmental Biology, Zoology or Hydrology).
and have
2. Relevant experience in at least **two** of the following areas;
 - a) Implementing environmental legislation pertaining to Strategic Environmental Assessment (SEA), Environmental Impact Assessment (EIA), Appropriate Assessment (AA), Water Framework Directive (WFD), Habitats Directive and Wildlife Acts;
 - b) Producing and reviewing environmental assessments, particularly AA Screenings and Natura Impact Statements (NIS), EIA Reports;
 - c) Environmental survey techniques and environmental scientific monitoring;
 - d) Developing and Implementing Biodiversity Plans or Projects and habitat enhancement projects;
 - e) Managing environmental compliance on construction sites or aquatic environments and identifying environmental constraints.
3. Experience of collating and managing environmental data, particularly with the use of GIS.
4. A good general knowledge of the ecology of habitats and species found in Ireland including nature conservation legislation, planning and management in Ireland.
5. Excellent verbal and written communication skills (including report writing) with the ability to present complex technical information in a clear, logical and comprehensive manner.
6. Excellent interpersonal skills with the ability to build effective working relationships both internally and externally and confidently liaise with stakeholders on environmental matters.
7. The ability to work under pressure, deal with changing priorities and meet deadlines either alone or as part of a team.
8. Strong organisational skills with good attention to detail.
9. Sound judgement, problem solving, and decision making skills.
10. Good IT skills with experience in standard office software word-processing, spreadsheets and databases.
11. A current full driving licence (Category B), valid in Ireland and have access to a car.

In addition to the above, all candidates must be able to demonstrate the [Key Competencies](#) for effective performance at this level.

Desirable

- Membership of the Chartered Institute of Ecology and Environmental Management (CIEEM), the Chartered Institution of Water and Environmental Management (CIWEM) or equivalent professional body.
- A higher level qualification (level 9 or 10 on the National Framework of Qualifications) in an Environmental Science or Ecological discipline.
- Procurement experience including tender documentation, supplier selection, and contract preparation.
- Experience in maintaining, developing and/or implementing internal work systems.
- Experience of liaising with statutory agencies and/or other stakeholders in relation to the environment.
- A knowledge of environmental, economic and social issues related to the role of OPW.
- A knowledge of OPW's Biodiversity Action Strategy, environmental procedures and practices.
- A knowledge and awareness of broader environmental developments and changes affecting OPW.
- An understanding of the environmental challenges around the delivery of OPW's services.

Please note:

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on or by the dates as specified, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

The onus is on the candidate to ensure they fulfil the eligibility requirements as set out. publicjobs reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who are unable to demonstrate that they hold/will hold the required qualification(s) by the deadline specified may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Candidates who are placed on a panel and come under consideration for a position will be required to provide documentary evidence of their eligibility, including qualifications. **Please be aware a transcript of results may be required; therefore, the onus is on candidates to have this information available if requested by publicjobs.**

Full information on Eligibility to Compete and Certain Restrictions on Eligibility can be found [here](#).

COMPETITION PROCESS

How to Apply

Applications should be made online through www.publicjobs.ie. 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 more 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"). 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 "Apply" in the right-hand section of our website, or at the bottom of the advertisement. Candidates who have not previously registered on our new recruitment platform will be required to enter some personal details to continue with their application. Account verification will be required, and you must check your email inbox and follow the instructions to verify your account. Please do not confuse registering (creating a profile) with submitting an application. Candidates who have already registered will have an account and should select 'Login' from the top right-hand section of the registration page or through the link at the bottom of the page.

Once registered and after your email address has been verified, you must then access the application form, ensure all sections of the application form are fully completed and submit it.

To do this, you will be required to return to the vacancy you wish to apply for – **Environmental Scientist/Ecologist Grade III** - 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. Your username is the e-mail address associated with your account. Please note that your username and password are case sensitive.

Please carefully note the following instructions. As you progress through the application, at the bottom of every page, there will be an option to "Save and Continue". The information that you enter is only saved once you click on the 'Save and Continue' button. If you close the browser before clicking 'Save and Continue' or are inactive on the system for 30 minutes or more, you may be logged out of the application form and your information could be lost.

It is imperative that all sections of this application form are completed in full. The mandatory fields are marked with an asterisk *. These fields must be completed before you can submit the application form. You may save the form and come back to it later, however, please note that you must submit the form in order to be considered for this competition as unsubmitted applications will not progress to the next stage.

All sections on the application form Progress Tracker must show a green checkmark before you can apply. Return to any section on the Progress Tracker missing a green checkmark where guidance on the missing information will be displayed. Please ensure all information is correct before submitting your application as no changes can be made after submission. Once you have submitted your application form, you will be brought to a page confirming the status of your application as "Application received". You can view the status of your application at any time by logging in, selecting your name in the top right-hand section of the page and selecting "View all applications". At this point you should consider adding @publicjobs.tal.net to your safe senders or contact list within your email account to avoid not receiving emails because a publicjobs email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the publicjobs or any other body is satisfied that such a person fulfils the requirements.

Visit the [Help Centre](#) if you have questions or encounter technical difficulties navigating the site

Only one application per person is permitted.

Closing date

Your application must be submitted on the Public Jobs website not later than **3pm on Thursday, 11th September 2025**. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email James.Morley@publicjobs.ie.

Interviews for these posts are likely to commence from October 2025.

You are advised to check your message board on a regular basis as email notifications of updates/ tests/ Interviews etc. issued to your Message board may sometimes be filtered into your Junk/ Spam email folders. 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 accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by publicjobs and should make sure that the contact details specified on the application form are correct.

Selection Process

The selection process for this competition may include one or more of the following:

- shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position
- a competitive preliminary interview
- pre-recorded video interview
- completion of online questionnaire(s)
- report-writing exercise or other exercises
- presentation or other exercises
- a final competitive interview
- remote interview
- work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, publicjobs may decide that a smaller number will be invited to the next stage of the selection process.

publicjobs provides 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. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process.

Where a competition attracts a large number of eligible candidates, the shortlisting process will apply a scored assessment of the information provided on the application form. A rank order of candidates will then be created and based on that ranking candidates will be invited to the next stage of the process in groups/batches, with those candidates ranked highest invited initially. Subsequent groups/batches may be invited to the next stage of the selection process over the lifetime of the competition on a demand led basis, if required.

The shortlisting criteria may include both essential and desirable criteria specified for the position, and it is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application. The onus is on candidates to complete the application form fully and accurately.

For certain competitions, candidates may be required to undertake online assessment tests and will be shortlisted in accordance with their ranking in these tests. Applicants must successfully compete and be placed highest on the order of merit to be considered for advancement to the next stage of a multistage selection process, which may include a shortlisting exercise as described above. The number to be invited forward at each stage will be determined from time to time by publicjobs.

Pre-Employment Checks

Should your place on the panel be reached and you come under consideration for a position, several pre-employment checks must be completed before a candidate is deemed suitable for appointment. These checks are carried out to satisfy publicjobs that the candidate satisfies all necessary requirements.

Prior to assigning/recommending a candidate for appointment to a position, publicjobs will make all such enquiries necessary to determine the suitability and eligibility of that candidate. These checks include an evaluation of Citizenship, Health & Character, Garda Vetting & Security Clearance and Reference Checks. Where Citizenship, Health & Character, Garda Vetting and Reference Checks are unsatisfactory or cannot be obtained, publicjobs reserves the right to disqualify a candidate from any further consideration of appointment or termination of your employment where an appointment has already been made.

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 the employing department** 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 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 midvolrecruitment@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.

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 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 publicjobs

who had played a key role in the administrative of the selection process.

- Where a candidate remains dissatisfied following any such informal communication, they 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 their 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, publicjobs, 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 publicjobs 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 publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they 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 their 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, publicjobs, 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, publicjobs 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.

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 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.

General Information

Please [CLICK HERE](#) for General Information including Candidate Obligations and GDPR.



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on **publicjobs.ie** and follow us
on our social platforms:

