Candidate Information Booklet

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8729 Professor / Consultant Microbiologist

University Hospital Galway for 18.5 hours per week

and University of Galway for 18.5 hours

HSE West & North West

Closing Date: 3pm Thursday 08/10/2026

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University Hospital Galway for 18.5 hours per week and University of Galway for 18.5 hours

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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 is advertising this post and conducting the selection process including the post interview stage on behalf of the Health Service Executive 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**

The Job Specification and Terms & Conditions of Employment will be carried out under the Health Service Executive's own recruitment licence.
publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Acts 2004-2013

Contact: Medical Consultants Recruitment 4

Email: mcr4@publicjobs.ie

URL: www.publicjobs.ie

Title of Position: Professor / Consultant Microbiologist

Competition ID: 8729

HSE Reference: GYMIMI01

Department/Office: HSE West & North West

Details of Service
The clinical microbiology service at Galway University Hospital (GUH) is staffed by a team of 7 WTE medical consultants providing a 24/7 service – laboratory leadership and governance, clinical liaison, infection prevention & control (IPC) and antimicrobial stewardship to acute hospitals - GUH, Portiuncula University Hospital (PUH) and Roscommon University Hospital (RUH) as well as clinical liaison and advice to GPs, Occupational, Community and Public Health colleagues as required. One of these posts has a 0.5WTE commitment to community IPC; two have 0.5WTE commitment to PUH and RUH and two (including this post), have 0.5 WTE commitment to University of Galway (UoG).

The Microbiology/Virology laboratory provides a comprehensive range of services. The main laboratory is based at GUH and provides diagnostic and molecular diagnostic services to hospital in-patients & Occupational Health departments in GUH, PUH and RUH, as well as community-based services in the Galway-Roscommon area including primary care services, and residential care facilities. This laboratory also provides specialist diagnostic services for other hospitals in the HSE West and North West Region including mycobacterial (TB) services.

There is also a Public Health Laboratory on site providing Food & Water testing to acute & community services including Legionella and Endoscope water testing.

The national reference laboratories for Salmonella, Shigella, Listeria & Carbapenemase Producing Enterobacterales (CPE) are also located in the department and provide a national service for these pathogens, including bacterial and viral (SARS-CoV2) Whole Genome Sequencing (WGS). There is a Microbiology laboratory at PUH, which provides services to the acute hospital and General Practitioners (GPs).

The clinical microbiology service works with, and adapts, in line with patient requirements and national programmes. Examples include HSE Laboratory Services Reform Programme Strategic Plan 2026-2035; AMRIC action plan 2026-2030; Relevant National Clinical Effectiveness Committee (NCEC) guidelines; Health Information & Quality Authority (HIQA) standards; Irish National Accreditation Board (INAB) regulatory requirements as well as local programmes e.g. Womens & Childrens MCAN; Cancer MCAN; development of electronic ordering for GP patients (with plans for future inclusion of inpatients).

Academic component of post at University of Galway (UoG):

The Discipline of Medical Microbiology has 0.5WTE Established Professor (this post) and a 0.5 Senior Lecturer post both linked to Consultant Microbiology posts at GUH on a 0.5WTE basis. There is a 1 WTE Personal Professor and 2 WTE Senior Lecturer posts also based in the Discipline at UoG. The Discipline currently has 5 post-graduate students (PhD) with external grant funding secured to support an additional 2 PhD students.

The Discipline collaborates extensively with partners nationally and internationally in other academic and clinical institutions on research with a particular focus on antimicrobial resistance and One Health. The Discipline is within the University of Galway School of Medicine and as such is closely aligned to Galway University Hospital and the HSE West North West Region. The class size for the School of Medicine is of the order of 200 medical students per year. The Discipline contributes extensively to teaching and assessment of Medical Students. The School of Medicine is within the College of Medicine and Health. The Discipline contributes to teaching in Nursing, Podiatric Medicine, Speech and Language Therapy, Occupational Therapy and Pharmacy courses provided in this College in addition to the Medical Programme.

The Established Professor of Medical Microbiology will play a key leadership role with the existing Personal Professor in design, delivery and assessment of undergraduate education and in expanding the research and post-graduate programme of the Discipline. The Established Professor of Medical Microbiology will be expected to act as Head of Discipline for periods of time (noting that the role of Head of Discipline can rotate amongst academic staff). Ideally the research programme of the successful candidate will align with the established research themes in the Discipline and with the Strategic Plan of the College and University. The University of Galway also has Discipline of Microbiology in the College of Science and Engineering providing a key partner for collaborative research projects and applications for external grant funding.

Galway is one of Europe's premier MedTech hubs. Eight of the world's top ten med-tech companies have a physical presence in Galway. Ireland is the second-largest European exporter of medical devices producing for the worldwide market: 80% of stents and 50% of the ventilators. Many of these innovations are developed locally in Galway. There is a well-established collaboration in research between the University of Galway and global industry technological companies and SMEs to develop high impact research projects. There are strong supportive structures in University of Galway including the innovative Institute for Clinical Trials to facilitate and promote new research projects. Research in the University is supported by Insight, Scientific Foundation of Ireland Research Centre, Data Science Institute and the Irish Centre for High End Computing.

Galway City is a growing university city with a population of nearly 80,000 on the west coast of Ireland. It is an historical cultural city with many festivals throughout the year that attract national and international visitors. It is renowned for its music, art, theatre and friendly vibrant environment. It is located near natural beauty attractions including the Burren and Connemara. It has been described as 'rural yet cosmopolitan'. Everything is within walking distance. It's a culinary hotspot. It's colourful, bohemian and laid-back. Galwegians are welcoming to old and young alike. It is a jewel in the crown of Ireland"

Its second level schools are ranked consistently in the top 10 nationally. It has been cited by Lonely Planet as one of the best places to visit in Ireland and by the Irish Times as the best place to live in Ireland.

About this Role

This Replacement post is a joint Academic/Clinical Appointment (0.5/0.5) between University of Galway and the Department of Microbiology based at GUH within the HSE West North West Region. The Academic component will involve contribution to the design, delivery and assessment of education programmes and research in the Discipline, the School of Medicine

and the College of Medicine and Health Sciences. This post will be integrated with its clinical component at GUH that will meet clinical Microbiology requirements across laboratory, infection prevention & control and antimicrobial stewardship demands. This post holder will be expected to promote and facilitate postgraduate interdisciplinary and translational research, secure external funding for research.

Reporting Relationships
The Consultant's reporting relationship and accountability for the discharge of his/her contract is:

i) to the Chief Executive Officer / General Manager / Master of the hospital (or other employing institution) through his / her Clinical Director (where such is in place). The Regional Executive Officer may require the Consultant to report to him / her from time to time.

ii) For the clinical component of their work, the post-holder will report to a line manager as detailed in Section 9 of POCC23.

iii) For the academic component of their work the Established Professor will be accountable in the first instance to the Head of Discipline of Medical Microbiology. During periods when the Established Professor is Head of Discipline of Medical Microbiology they will account to the Head of the School of Medicine. The University of Galway has an established programme of regular performance review that the Established Professor will participate in, including acting as reviewer of performance when Head of Discipline.

Key Working Relationships
For the clinical component, members of the multi-disciplinary clinical team, including doctors in specialist training, scientific staff, antimicrobial pharmacists, nurses and allied health staff, may work with or report to the post holder, depending on role(s) undertaken.

For the academic component, members of the research and teaching teams relevant to the discipline, including academic staff and academic support staff as well as doctors in specialist training, under- and post-graduate students in the discipline, will report to the post holder.

Informal Enquiries to
Name: Dr. Deirbhile Keady
Tel: 091 544077
Email: Deirbhile.keady@hse.ie

Location of Post
This is an appointment to the HSE West & North West Region on a Public Only Consultants' Contract 2023 by the Health Service Executive. The initial commitment for this post will be to University Hospital Galway for 18.5 hours per week and University of Galway for 18.5 hours. This post may be subject to restructuring in the future to facilitate the reorganisation of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of national health

policy, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes.

Principal Duties and Responsibilities
Standard Duties and Responsibilities for all Consultant posts are as per Section 4 and Section 10 of the POCC23 which will determine that he/she will participate actively in the management of the service, take cognisance of resource constraints and retain clinical autonomy while practising.

Clinical

a) To visit at intervals to be arranged, any hospital managed by the HSE which has entered into an
b) arrangement with the HSE for the provision of microbiological services, and to advise on and direct the work of the laboratory staff of such hospital.
c) Existing arrangements, if any with other Hospital Authorities are set out in the attached explanatory note. Any such additional arrangements will be a matter for negotiation and agreement with the person appointed
d) To act as required as Microbiologist Examiner for analysis of drinking water under European Council Directive 98/83/EC of 1998 and SI No 493 of 2000 European Drinking Water Regulations 2000 and also bathing water samples under European Council Directive 76/160/EEC on "Bathing Water Quality".
e) To act, if required, as Microbiologist Examiner for food and milk under appropriate EU regulations as applies at that time, currently (EC) No 178/2002 and (EU) No 882/2004.

Academic:

Teaching

a) To support learning and teaching within the Discipline of Medical Microbiology including contribution to curriculum and course design, delivery of large and small group teaching and assessments.
b) To be available to student for pastoral support and advice
c) To liaise with the staff members in the discipline to coordinate all academic and general discipline administration.

Research

a) To initiate and support research and other creative and innovative activity as appropriate to the Discipline and aligned with the key themes of the Discipline and the University Strategic Plan
b) To lead and to collaborate in applications for external funding for research.
c) To disseminate their research in academic publications, other outlets as appropriate and to participate in postgraduate supervision.

University Contribution and Scholarly Activity

a) To participate in academic administration at School, College and University Level
b) To engage with the wider community regionally, nationally and internationally from a civic, economic, social and cultural perspective.
c) To provide leadership and management to University Activities including programme development.
d) To maintain the higher professional standards, thereby enhancing the reputation of the University.
e) To work within the structures of the Discipline and the School of Medicine including periods as Head of Discipline when they will support and review performance of team members within the Discipline.

Health &Safety

a) To ensure knowledge of and compliance with all Health & Safety regulations and procedures within the Discipline, School, and University

Financial

a) To comply with University of Galway procurement, financial and accounting systems.

Organisational

a) To participate in structured arrangements for the determination of resource provision and utilisation, service planning and evaluation and performance review.
b) To provide, maintain and verify all relevant information required by the Health Service Executive and to formulate accurate inputs to service planning and the review of the service performance.
c) To negotiate and agree with the employer a Work Schedule and Practice Plan that is consistent with the optimum use of available resources and facilities and with the Work Schedule and Practice Plans of colleagues, including reciprocal colleague cross-cover during short-term absences including weekend and off-duty leave.
d) To participate in representative and collaborate working arrangements.
e) To provide the Health Service Executive such information on the discharge of the Work Schedule as is necessary and reasonable and to establish that the contractual commitment is being fulfilled.
f) To comply with all relevant legislation including Health & Safety, Freedom of Information, Data Protection and Employment related legislation.

Standard Duties and Responsibilities

a) To participate in development of and undertake all duties and functions pertinent to the Consultant's area of competence, as set out within the Clinical Directorate Service Plan and in line with policies as specified by the Employer.
b) To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.
c) To work within the framework of the hospital / agency's service plan and / or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the Clinical Directorate structure or other arrangements as apply.
d) To co-operate with the expeditious implementation of the Disciplinary Procedure.

e) To formally review the execution of the Clinical Directorate Service Plan with the Clinical Director / Employer periodically. The Clinical Directorate Service Plan shall be reviewed periodically at the request of the Consultant or Clinical Director / Employer. The Consultant may initially seek internal review of the determinations of the Clinical Director regarding the Service Plan.
f) To participate in the development and operation of the Clinical Directorate structure and in such management or representative structures as are in place or being developed. The Consultant shall receive training and support to enable him / her to participate fully in such structures.
g) To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.
h) To ensure, in consultation with the Clinical Director, that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training.
i) To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care.
j) To participate as a right and obligation in selection processes for non-Consultant Hospital Doctors and other staff as appropriate. The Employer will provide training as required. The Employer shall ensure that a Consultant representative of the relevant specialty / sub-specialty is involved in the selection process.
k) To participate in clinical audit and proactive risk management and facilitate production of all data / information required for same in accordance with regulatory, statutory and corporate policies and procedures.
l) To participate in and facilitate production of all data / information required to validate delivery of duties and functions and inform planning and management of service delivery.
m) Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
n) Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
o) Act as spokesperson for the Organisation as required.
p) Demonstrate pro-active commitment to all communications with internal and external stakeholders.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Please note: The Letter of Approval for this position contains a reference to the Consultants Contract 2008 and Contract Type, with the implementation of Public Only Consultant Contract 2023 (POCC23) on 8 March, 2023 all candidates should be aware that the only contract to be offered for this position is POCC23.

Eligibility Criteria

1. Qualifications & Professional Requirements
Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of microbiology.

Entry to competition / recruitment process and subsequent appointment
No candidate will be appointed as a Medical Consultant unless (s)he is registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland.

The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant.

Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, publicjobs may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated.

Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by The Medical Council of Ireland.

Section 62 Post:
It is noted that this post of Professor/Consultant Microbiologist is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of the University of Galway. Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004.

Teaching:
The University competency framework for professors will be used to assess applicants. The successful candidate will be expected to demonstrate academic excellence, leadership excellence and organisational excellence.

The candidate must have a documented track record of excellence as a teacher with 5 years' experience, since GUH is a major Level 4 hospital with a large undergraduate teaching remit and the University of Galway have multiple programmes both undergraduate medical students as well as a well-developed postgraduate teaching and training role for Doctors in Training at all levels.

Research:
The candidate must have a documented track record of excellence as a researcher, with evidence of at least first author and senior author publications.

A higher degree in Research (MD, PhD or equivalent) is essential.

Evidence of obtaining peer reviewed grant funding (as Principal applicant or Co-Applicant).

A clear vision for how the candidate will develop and lead an academic and research programme in Microbiology will be expected.

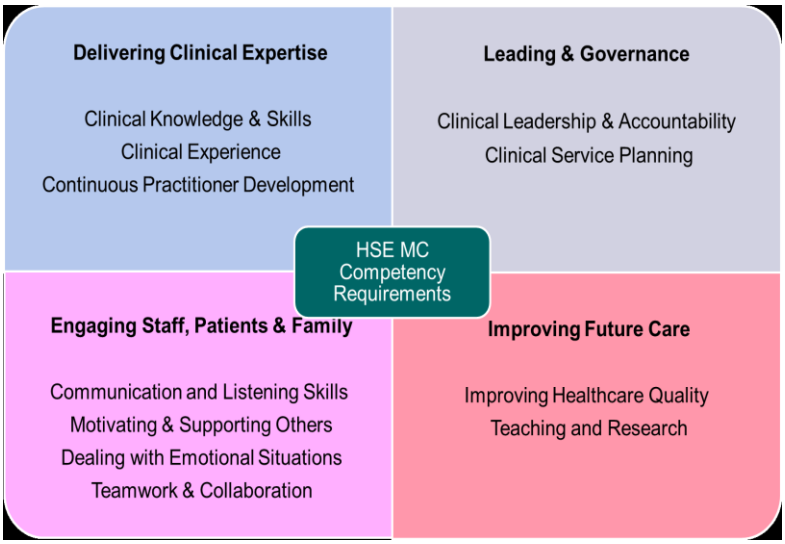
Other requirements specific to the post:
Access to transport.
Academic: A higher degree in Medical Education would be desirable

NEW MEDICAL CONSULTANT

COMPETENCY FRAMEWORK IMPLEMENTATION 2022

A review of the competency framework for Medical Consultants was conducted by publicjobs in collaboration with the HSE.

In reviewing the competency framework, a Job Analysis was conducted by a team of Chartered Occupational Psychologists on the role of Medical Consultant. The review covered a number of specialisms including Anaesthesia, Emergency Medicine, Obstetrics and Gynaecology, Medicine, Paediatrics, Pathology, Psychiatry, Radiology and Surgery. There were a wide range of Stakeholder Groups involved in the consultation process and extensive international benchmarking was also carried out. The output was a new comprehensive competency framework outlined below.



All candidates will be assessed across the competency areas of ***Delivering Clinical Expertise, Leading and Governance, Engaging Staff, Patients and Family*** as well ***as Improving Future Care***. These new competency areas take account of the Clinical, Organisational and Interpersonal requirements for the role as well as the future focussed direction of the role.

2. Skills, competencies and knowledge
Clinical Competence – Delivering Clinical Expertise
(incorporating clinical knowledge & skills, clinical experience, Continuous Practitioner Development)

- Possesses a detailed knowledge and understanding of the relevant specialist domain
- Has a clear understanding of the clinical challenges facing relevant population groups

- Demonstrates leadership skills to enhance patient care and safety
- Applies knowledge effectively to make clear and proactive decisions
- Anticipates rather than reacts; maintains knowledge of current research and practice
- Recognises and respond to the complexity, uncertainty and ambiguity inherent in medical practice
- Has track record of doing things thoroughly in challenging cases / complex referrals
- Adopts a patient-centred approach to understanding patient needs and delivering their care
- Makes a clear and decisive contribution within the multi-disciplinary team
- Regularly engages in further education to develop self and practice

Organisational Competence – Leading & Governance
(Incorporating clinical leadership & accountability, clinical service planning)

- Sees self as accountable for relevant issues related to clinical outcomes, patient safety, risk, quality, stewardship of resources and change management
- Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity
- Recognises respective areas of accountability of the CEO, General Manger / Service lead and others
- Efficient and organised; employs effective processes to manage and prioritise workload
- Open and honest; willing to admit mistakes and learns from experiences
- Is aware of resources available and manages these appropriately to ensure the delivery of safe and efficient services
- Contributes to the development of business and service plans to achieve service goals
- Reviews and monitors service provision
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility

Interpersonal Competence – Engaging Staff, Patients & Family
(Incorporating communication & listening skills, dealing with emotional situations, teamwork & collaboration, motivating and supporting others)

- Listens attentively and accurately to others and tailors his/her communication to suit the individual and the situation (oral and written)
- Encourages people to collaborate towards a common goal or vision
- Helps people to identify and develop their strengths, supports people when things go wrong
- Demonstrates self-awareness; understands own limitations
- Manages own emotions and is resilient, remains calm under pressure
- Adopts an inclusive, collaborative approach / understands and respects others' roles within the wider multi-disciplinary team / treats people with respect at all times
- Sees self as a team member; is willing to take as well as give direction / works within teams to deliver and improve services
- Effectively influences and persuades others

Future Focused Competence – Improving Future Care
(Improving healthcare quality, Teaching & Research)

- Identifies the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment
- Encourages improvement and innovation, creating a climate of continuous service improvement.

- Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement
- Makes sound evidence based decisions consistent with the values and priorities of the organisation and profession
- Measures and evaluates outcomes taking corrective action where necessary and is accountable for decisions
- Contributes to an ongoing process to improve health in the community / population s/he serves, with a strong appreciation of the service user
- Shares learning with colleagues via formal and informal methods (thinking aloud)
- Makes time to coach and support others; shows empathy for the concerns of learners, promotes a safe learning environment

3. Health and Character

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

A candidate for and any person holding the post must be of good character.

Terms and Conditions

Tenure
The appointment is whole-time, permanent and pensionable
Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.

A panel may be formed from which other permanent vacancies for Professor / Consultant Microbiologist at University Hospital Galway for 18.5 hours per week and University of Galway for 18.5 hours may be filled.

Renumeration
The annual salary will be as set out in the Public Only Consultants' Contract 2023. Academic Professor Salary Scales from 1st June 2026:

€292,798 €308,637 €325,330 €334,129 €342,928 €351,728

Incremental credit is awarded in respect of previous experience at Consultant level.

Pro Rata if appropriate University Hospital Galway for 18.5 hours per week and University of Galway for 18.5 hours.

Taking up Appointment
As soon as possible.

Working Week
The standard working week applying to the post is: 37 hours per week

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Annual Leave
The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997

Pro Rata if appropriate University Hospital Galway for 18.5 hours per week and University of Galway for 18.5 hours

Superannuation
This is a pensionable position within the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Please be advised that pension scheme membership will be notified within the contract of employment.
Members of pre-existing pension schemes who transferred to the HSE on 1st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those to which they were entitled at 31st December 2004.

Pro Rata if appropriate University Hospital Galway for 18.5 hours per week and University of Galway for 18.5 hours

Age
The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.

* *Public Servants not affected by this legislation:*
Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.

Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

Probation
Permanent appointment to this post is dependent upon the Employee satisfactorily completing a probationary period of 6 months. The probationary period may be extended at the discretion of the Employer for a further period of up to 6 months. In such an event the reasons for the extension will be furnished in writing to the Employee.

A probationary period will not apply in the following instances:
- Where the Employee currently holds a permanent consultant appointment with the Employer or another public health service provider and the Employer is satisfied that the Employee has satisfactorily completed probation in their current role.
- Where the Employee previously held a permanent consultant appointment with the Employer or another public health service provider and the Employer is satisfied that the Employee (a) satisfactorily completed probation in that previous appointment and (b) the duration of the period of time between the termination of that previous appointment and the Commencement Date is not more than 26 weeks (or such longer period, if any, as the Employee was on a pre-approved career break for the duration of that longer period).

Where the Employee has, for a period of not less than 12 months, held this post (ie the post to which this contract relates) on a temporary basis pending the filling of this post on a permanent basis and the Commencement Date is not more than 26 weeks after the termination of the temporary contract under which the Employee held this post (or a longer period, if any, as the Employee was on a pre-approved career break for the duration of that longer period).

Protection of Children Guidance and Legislation
The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.

Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.

For further information, guidance and resources please visit: **HSE Children First webpage**.

Infection Control
All HSE Employees must have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.

Ethics in Public Office 1995 and 2001
Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;

A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.

C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website **http://www.sipo.ie/**

Positions remunerated at or above €206,232 as at 1 August 2025 are designated positions under the Ethics in Public Office Acts 1995 and 2001.

In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.
In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.

The Standards in Public Office Commission oversees compliance with the tax clearance provisions. We will provide details of your appointment and contact details to the Commission.

Non-compliance will be investigated by the Commission. A report will be furnished to the HSE and laid before each House of the Oireachtas, at which point it will be made public. Any continuing non-compliance will also be noted in the Commission's Annual Report

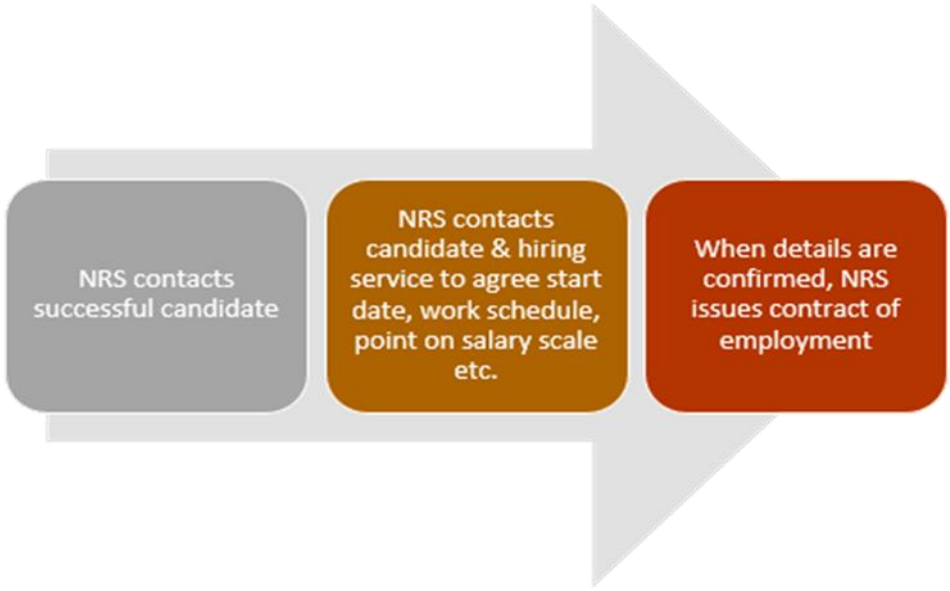
Under the Standards in Public Office Act 2001, the post holder must within nine months of the date of appointment provide the following documents to the Standards in Public Office Commission at 18 Lower Lesson Street, Dublin 2:

1. A Statutory Declaration, which has been made by the post holder not more than one month before or after the date of the appointment, attesting to compliance with the tax obligations set out in section 25(1) of the Standards in Public Office Act and declaring that nothing in section 25(2) prevents the issue to the post holder of a tax clearance certificate

2. and either
   (a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or
   (b) an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment.

A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website **http://www.sipo.ie/**

Once a candidate is recommended by publicjobs the following stages are the responsibility of the NRS:



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

THE SELECTION 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 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 “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, **Competition ID 8729, “Professor / Consultant Microbiologist”,** 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 www.publicjobs.ie not later than **3pm, Thursday 01/10/2026.** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact**: mcr4@publicjobs.ie**

Please note that any closing date may be extended at the discretion of publicjobs in agreement with the employing organisation, candidates will be informed should this occur.

Campaign updates will issue to your publicjobs.ie Message board after each selection stage.

You are advised to check your messageboard on a regular basis as email notifications of updates/tests/Interviews etc issued to your Messageboard 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 is 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.

Please note
If publicjobs is not notified of any issues or problems you experience on the day of the tests/interview, we will not be in a position to address these after the fact.

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 **mcr4@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.

Diversity, Equality and Inclusion.
Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.
The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.

The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.

For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at
https://www.hse.ie/eng/staff/resources/diversity/

Selection Methods
The selection may include:

- shortlisting of candidates on the basis of the information contained in their application, against set criteria based on the requirements of the position
- competitive preliminary interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- 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 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. 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. 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. In the case of competitions that may involve large numbers of candidates, candidates may be ranked on the outcome of their online assessment tests and will be shortlisted in accordance with their ranking. Applicants must successfully compete and be placed highest, to be considered for advancement to the next stage of the multistage selection process. The number to be invited forward at each stage will be determined from time to time by publicjobs.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

References
Please provide details of 2 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, these referees must be members of the profession, who directly supervised you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. Please be assured that we will only contact referees should you be invited to interview stage. Please note, should you be successful at interview, we will require a reference from your current employer prior to recommendation for appointment.

Admission to a competition
The admission of a person to a campaign, or invitation to attend an interview or a successful letter, is not to be taken as implying that publicjobs are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Security Clearance
You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. If you subsequently come under consideration for a position in another recruitment competition within 6 months of being vetted by publicjobs, please notify us as you may not be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a consecutive period of 12 months or more after the age of 18, it is mandatory for you to furnish a Police Clearance Certificate from those countries. You will need to provide a separate Police Clearance Certificate for each country you have resided in. The clearance must be dated after the date you left the country. It is your responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and deemed satisfactory by publicjobs.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

Candidates will be responsible for any expense incurred in connection with obtaining any Police Clearance Certificates.

EXPOSURE PRONE PROCEDURE POSTS
Pre-employment medical screening of health care workers, who perform Exposure Prone Procedures (EPP's) as part of their work, is carried out in accordance with Department of Health Guidance 2005. This guidance is contained in the Department of Health's Document 'Prevention of Blood Borne Diseases in the Health-Care Setting'. This document can be obtained at **www.dohc.ie** or by contacting the Department of Health (00353-1-6354000)

The successful candidate must provide satisfactory documentary evidence that they is not an infectious carrier of the Hepatitis B or Hepatitis C virus. Such documentation would include an

original laboratory report or a certified copy (photocopies, faxes, e-mails not acceptable) showing

- Hepatitis B surface antigen (HBs Ag),
- Hepatitis B anti-core antibody (anti- HBc)
- Anti- Hepatitis B surface antibody (Anti HBs).
- Antibodies to Hepatitis C virus and if positive for Hepatitis C virus RNA.

Testing must be done by a designated occupational health service provider which will be determined by publicjobs. Applicants will bear no expense for this testing. Additional visit(s) may be required depending on the test results.

Candidates who are successful at interview may not be made a job offer if they are found to be at risk of potentially transmitting infection to patients, or alternatively they may be appointed subject to certain conditions.

While the guidance does not currently recommend HIV testing at present, it re-iterates Irish Medical Council Ethical Guidelines that any healthcare worker who suspects that s/he may have been exposed to blood borne viruses through work or other risk behaviours must seek professional advice and diagnostic testing. Your attention is drawn to this.

Enquiries
Prior to recommending any candidate for appointment to positions publicjobs or employing organisation will make all such enquiries that are deemed necessary e.g. employer references, to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

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

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

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

Deeming of candidature to be withdrawn
Candidates who do not attend for interview when and where required, or do not, when requested, furnish such evidence as required in regard to any matter relevant to their candidature, will have no further claim to consideration.

Appointments from panels

Successful candidates will be placed on a panel from which future vacancies may be filled. Panels usually remain valid for 18 to 24 months, (this is determined at the discretion of publicjobs), from the date of creation or until such time as the panels have been cleared, whichever is the sooner. Placement on a panel is not a guarantee of appointment to a position

Declining an offer of appointment
Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional similar vacancies arise, PAS may at its discretion, select and recommend another person for appointment on the results of this selection process.

Confidentiality
Subject to the provisions of the Freedom of Information Act 2014, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by publicjobs or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

Quality Customer Service
publicjobs aims 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.

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 publicjobs are set out on the Data Protection page of **www.publicjobs.ie**.

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

https://www.publicjobs.ie/restapi/documents/Public_Appointments_Service_%28PAS%29_Protected_Disclosures_Policy_2024_Final_June.pdf

Use of Recording Equipment
PAS does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and

candidates/clients and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

Eligibility to compete

The HSE welcomes applications from suitably qualified resident and non-resident Non-EEA Nationals and will support successful candidates in their application for a Work Permit as applicable.

For further information regarding work permits please visit the Department of Enterprise, Trade & Employment website

https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/

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 PAS to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, PAS 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. PAS 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 PAS 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 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, 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, PAS 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 PAS 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 PAS 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 PAS 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, PAS and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct PAS 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 the PAS 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, 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, PAS must keep the candidate informed of the status of the review and reason 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
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.

During the interview, the PAS Representative will maintain the official record. This involves taking an objective note of questions asked by board members and of the key points/words from candidate answers. While a verbatim account is not expected, the record may be used as an aide-memoire e.g. when evaluating/reflecting back on candidates after the interview; evidence and justification for decisions made; used in the case of a review, appeal or challenge. These notes are releasable to candidates on request.

Following on from each candidate's interview the PAS Representative will record a summary comment representing the consensus view of the Board. The purpose of this summary comment is to provide clear and concise feedback on a candidate's performance at the interview. This must relate to the candidate strengths/ weaknesses as assessed against the key criteria covered at interview. This comment provides specific and meaningful feedback on each candidate reflecting the marks awarded, however, it is not intended to be a mechanism for providing developmental guidance or advice for the candidate. This comment is particularly important where the candidate has been unsuccessful, or whose placing is unlikely to be reached. When requested, this comment will be used to facilitate feedback by PAS to the candidate.

Candidates' Obligations:
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;
- has been appointed to a post following the recruitment process, they will be removed from that post.

Candidates should note that canvassing will disqualify

poistphoiblí
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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: