

**CANDIDATES INFORMATION BOOKLET
PLEASE READ CAREFULLY**

The Oberstown Children Detention Campus intend to hold a competition for the purpose of recommending persons for appointment and to form a panel for the position of:

HEALTH AND SAFETY OFFICER

OBERSTOWN CHILDREN DETENTION CAMPUS
IRISH YOUTH JUSTICE SERVICE
DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS

CLOSING DATE: Wednesday 3rd July 2019 @ 3:00pm

Late applications for the position will not be accepted

The Oberstown Children Detention Campus is committed to a policy of equal opportunity.

Oberstown Children Detention Campus

Information Note

Oberstown Children Detention Campus (Oberstown) provides a safe and secure environment for young people sentenced or remanded by the Courts. The facilities are located on a single site in Oberstown, Lusk, Co Dublin. Oberstown is funded by the Irish Youth Justice Service (IYJS), which is an office within [the Department of Children and Youth Affairs](#). Oberstown is subject to a single Board of Management which is appointed by the Minister for Children and Youth Affairs.

The principal objective of the campus under the [Children Act 2001](#) is to provide care, education, training and other programmes for young people under 18 years of age, with the aim of reintegrating them back into the community, capable of making a positive and productive contribution to society.

The proposed appointments to the grade of Health and Safety Officer will be made by the Oberstown Board of Management. It will be a condition of appointment that the employees concerned will be available for deployment as authorised by the Board to any unit within the campus.

Development of the Oberstown Children Detention Campus

At present, the existing Oberstown Children Detention Campus is responsible for detention and remand of young people up to 18 years.

More information on the Oberstown Children Detention Campus and the Irish Youth Justice Service is available on www.iyjs.ie, www.dcy.gov.ie and at www.oberstown.com.

Health and Safety Officer in the Oberstown Children Detention Campus

Job Title and Grade:	Health and Safety Officer
Competition Reference:	HSO 2019/C20
Closing Date:	Wednesday 3 rd July 2019 @ 3.00pm
Location of Post:	Oberstown, Lusk, Co Dublin

Employer

The person appointed to the position of Health and Safety Officer will be employed by the Board of Management of the Oberstown Children Detention Campus.

Reporting Relationship

The post holder will report to the Deputy Director - Risk & Support Services Manager and/or his/her designate.

Role

To provide Oberstown with appropriate services of an executive, administrative or management nature in health and safety as are required for the exercise and performance of any of its powers, duties and functions.

Principal Duties and Responsibilities

- Preparing health and safety strategies, policies and procedures to ensure compliance with both legal requirements and internal policies and inculcating a safety and environmental awareness culture on Campus.
- Supporting line managers in carrying out risk assessments and advising on how risks can be managed effectively.
- Outlining safe operational procedures which identify and take account of relevant Hazards and constraints.
- Carrying out regular Campus inspections to check that policies and procedures are being properly implemented.
- Developing, implementing and managing an audit process to ensure that Oberstown is complying with health and safety legislation.
- Planning practical and effective methods, both preventative and remedial of promoting health and safety and safe working practices.
- Attending various safety meetings including Safety Committee, Safety Teams and specific safety meetings.
- Making changes to working practices that are safe and comply with legislation.
- Leading in-house training with employees about health and safety issues and risks.
- Keeping records of inspections findings and producing reports suggesting improvements.
- Keeping records of incidents and accidents, near misses and producing statistics and practical solutions for Management to prevent re-occurrence in as far as is practicable.
- Keeping up to date with new legislation and ensuring the organisation is aware of new and pending legislation.
- Liaising with officials from the regulatory authorities to ensure the organisation is compliant with mandatory regulations.
- Producing management reports.
- Carrying out accident and incident investigations on site and producing subsequent reports and recommendations.

- Carrying out fire drills, organising fire safety training and liaising closely with the Fire Officer on Campus and fire consultants to ensure as far as possible, the prevention of fire and the safe evacuation of employees and young people detained in Oberstown in emergency situations.
- Preparation and presentation of reports and attending various meetings of Oberstown with the Board, staff, general public and regulatory agencies.
- Ensuring the safe installation of equipment.
- Advising and assisting on a range of specialist areas, e.g. fire regulations, hazardous substances and use of chemicals, noise and vibration, manual handling, ergonomic aspects re VDU operation, safeguarding machinery and occupational diseases.
- Carry out duties, which are specified by management relating to the protection from and the prevention of occupational risk and accidental loss in Oberstown Campus.
- Assist employees in carrying out their safety responsibilities by making them familiar with their obligations under safety legislation and the Oberstown Health & Safety Statement.
- Review, update and periodically review the relevant safety statements; develop, update and periodically review Oberstown's Safety Management System
- Assist in establishing and maintaining means of safety representation and consultation between management and employees within the meaning of safety legislation.
- Liaise with safety representatives and provide guidance, advice and support to safety representatives as required.
- Assist in devising, implementing and presenting safety training programmes for both management and staff in consultation with the Fire Officer and Training Section.
- Assist in programmes and campaigns, which promote safety awareness and culture among management and staff. Lead on Oberstown's strategic objective of maintaining ISO Accreditation.
- Review all accident reports and ensure that, where required, they are reported to the Health and Safety Authority; to investigate all serious accidents and accidents which expose a potential for danger and to produce findings intended to prevent recurrence; to review trends and provide feedback to management and staff in the areas affected.
- Review and comment on and make recommendations on documents prepared by Oberstown for tendering and subsequent submissions received from private consultants, suppliers and contractors with a view to determining compliance and adequacy of safety measures.
- Develop and review safe work practices, Safe Systems of Work, Method Statements either individually or in conjunction with other staff in the relevant sections.
- Supervision of any assigned staff.
- Working closely with the management and staff of the Oberstown to ensure, as far as reasonably practicable, that Oberstown meets its obligations under Health, Safety and Welfare legislation.
- Other duties as may be assigned by the Director or designate, these may include duties of an administrative, technical, or other nature and may not be directly related to Health and Safety.
- Advise on legislation developments, which may affect Safety, Health and Welfare at work.
- Co-operate and liaise with the insurance claims section in providing and using information, which is mutually beneficial to exercising respective duties.
- To provide expert safety reports required by legal advisors to pursue Oberstown's interest in the case of litigation.
- These tasks, which are indicative rather than exhaustive, are carried out under general supervision. The holder of the post will, if required, act for an employee of a higher level.
- Perform other such duties appropriate to the post as may from time to time be required by the Director.

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.

Eligibility Criteria

Qualifications and/or experience

Each candidate for the post must have:

Each candidate, on the latest date for receipt of completed application forms for the office must:

- Hold a Level 8 Diploma or Higher Diploma in Safety Health & Welfare at Work (SHWW) in the National Framework of Qualifications (NFQ) with relevant professional experience in a management role in occupational health and safety of at least 5 years.
or
- Hold a minimum Level 7 Bachelor's Degree in Engineering, Architecture, and/or Science with a Certificate (Level 7) in SHW (NFQ) or equivalent, with relevant management and professional experience in occupational health and safety of at least 5 years.
or
- Hold a Level 9 Graduate Diploma / MSc in Occupational Safety & Health (NFQ 9) and a relevant Primary Degree with management and professional experience in occupational health and safety of at least 5 years.

Skills and Personal Attributes

Candidates should possess/demonstrate the following skills and attributes:

- Relevant experience in a similar environment would be desirable but not essential
- Have strong organisational ability, writing, problem solving, flexibility and communications skills
- Have strong presentation skills and the ability to multi-task
- Possess meticulous attention to detail and an ability to prioritise key issues and priorities based on common sense and competency
- Must possess computer skills and a working knowledge of Microsoft Office Suite
- Audit experience and knowledge of ISO procedures and processes is essential

Driving Licence

Successful candidates will be required to hold a current full clean manual Driving Licence – Category B, prior to commencement of employment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

Communication

Candidates must have a good command of the English language

Self-Assessment Questionnaire for Health and Safety Officer Candidates**Could you do the following?**

- Work in a role with extraordinary variety
- Act with discretion and treat information in a confidential manner
- Develop a range of new skills that you can apply in your role
- Understand the relevant legislation and apply it in your role
- Maintain a good level of physical fitness
- Understand that in the role you will have to deal with negativity but need to maintain a positive perspective
- Build close working relationships with your colleagues
- Maintain your composure, even when severely provoked
- Work when rostered on weekends and public holidays, including Christmas and Easter
- Be fully competent and capable of undertaking the duties attached to the position

Terms and Conditions of Employment

Tenure

Appointment is as an employee of the Board of Management of the Oberstown Campus.

The appointment is to a whole-time permanent position.

Successful candidates shall serve a minimum period of 12 months on probation (see below).

The employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position.

Remuneration

The salary for this post ranges from €56,027- €65,835 per annum.

Allowances specific to this post are payable. These include Secure Unit Allowance and allowances for working unsocial hours.

The rates of remuneration and allowances may be adjusted from time to time in line with Government pay policy.

Working Week

Hours of attendance will be fixed from time to time but will amount to not less than an average of 39 hours gross per week.

Successful candidates will be required to work on a roster, including Saturdays, Sundays and public holidays, and such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The annual leave allowance for this position is 26 days per annum.

Superannuation

With effect from 1 January 2013 all new recruits to the Public Service will be members of the Single Public Service Pension Scheme ("Single Scheme"), as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Probation

Successful candidates shall serve a minimum period of 12 months on probation.

Should the Health and Safety Officer services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the officer will be finally appointed, on completion of the period. Should the Health and Safety Officer services be unsatisfactory, the appointment may be terminated at any time during the probationary period.

All employees will comply with supervision and any Performance Management Development system in place.

Official Secrecy and Integrity

Health and Safety Officer will be subject to the Official Secrets Act, 1963 as amended by the provisions of the Freedom of Information Act, 1997, the Freedom of Information (Amendment) Act, 2003 and the Ethics in Public Office Acts, 1995 & 2001.

Applicants from outside the European Economic Area

While the Board of Management will be an equal opportunities employer, in line with current Department of Jobs, Enterprise & Innovation work permit requirements, offers of appointment to non European Economic Area (EEA) citizens will only be made in the event that an EEA citizen cannot be found to fill a vacancy.

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway.

For more details on EEA countries please see below or visit the Department of Jobs, Enterprise & Innovation www.djei.ie

European Economic Area Nationals

EEA nationals who do not require work permits / visas / authorisations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Switzerland and Romania

The Selection Process

How to Apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- Completion of the **competency questions form** (available to download from www.oberstown.com)

In order to apply for the post of Health and Safety Officer please forward the above requested information via email to hr@oberstown.com before Wednesday 3rd July 2019 @ 3pm.

Incomplete or late applications will not be accepted.

Only fully submitted applications will be accepted into the campaign. 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 Oberstown is satisfied that such a person fulfils the essential requirements.

Selection Process:

The Selection Process may include:

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

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email hr@oberstown.com.

We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus.

Shortlisting

The number of applications received for a position generally exceed that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Oberstown Children Detention Campus may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Oberstown Children Detention Campus provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

References

Candidates who are successful at interview will be requested to provide details of three referees. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Security Clearances

Appointments will be subject to successful Garda vetting of the candidate. Garda vetting will be sought in respect of individuals who come under consideration for appointment.

Candidates who have lived outside this jurisdiction should obtain documentary evidence of the results of a criminal record check through the relevant authorities in those countries where they have resided. Candidates who have lived outside this jurisdiction will also be required to make or swear a declaration that they have no previous convictions in any jurisdiction. Failure to supply this information may jeopardise or delay the offer of employment.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary 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.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

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

Successful candidates may be placed on a panel from which future vacancies may be filled.

Deeming of candidature to be withdrawn

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

Candidates' Obligations

A third party must not impersonate a candidate at any stage of the process. 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 and /or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

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

GDPR Privacy Statement- Recruitment Process

Purpose of Processing

Oberstown Children Detention Campus conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, cover letter and complete the competency questions form for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment Information Act)

Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
HR (internal)	Storing job applications, acknowledging responses and corresponding with applicants
HR (external Service provider)	If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process
Interview Panel	The Interview Panel will receive your CV, Cover Letter and Competency Based questions to conduct shortlisting and assessing applicants
Referees	Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference.
Occupational Health Practitioner	We will use your personal details to refer you to the Occupational Health practitioner if considered for appointment

Details of Data Transfers Outside the EU

This does not apply to this process.

Automated Decision Making

This does not apply to this process.

Retention Period for Data

For unsuccessful candidates, CV, cover Letter, competency based questions and correspondence shall be retained for 12 months. For successful candidates, their CV, cover Letter, competency based questions will be placed on their employee file and retained during their employment and for an appropriate period thereafter.

Your GDPR Rights in Relation to this Process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferrable format, at any time
Erase	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

The Organisation holds personal data about you which is subject to the Data Protection Act, 2018 and the General Data Protection Regulations 2018 (GDPR). Under the Act and the Regulations it is necessary for the performance of this contract to provide Oberstown with personal and sensitive personal information for the purposes of the administration and management of your employment and/or Oberstown's operations. This personal data may be processed manually or electronically as required.

You are also required to abide to the provisions of the Data Protection Act 2018 and the GDPR 2018 and any regulations made thereunder or amending or superseding legislation in respect of computerised or manual records relating to personal data.

Oberstown Privacy Notice can be accessed on <https://www.oberstown.com/privacy-policy/> for your further information.

Management Reporting Relationship, Oberstown Children Detention Campus, Oberstown

