

# Candidate Information Booklet

PLEASE READ CAREFULLY

Job Title & Grade	Principal Officer – Care
Closing Date	24 <sup>th</sup> January 2025 @ 5pm
Location of Post	Oberstown Children Detention Campus

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

## Oberstown Children Detention Campus

### Company background

Oberstown Children Detention Campus (Oberstown) is a national service that provides a safe and secure environment for young people remanded in custody or sentenced by the Courts for a period of detention. We are located on a single site in Oberstown, Lusk, Co Dublin.

The principal objective of the campus under the Children Act 2001 is to provide appropriate care, education, training and other programmes to young people between 12 and 18 years with a view to reintegrating them successfully back into their communities and society. The framework for providing these objectives is through CEHOP® which focuses on providing Care, Education, Health and wellbeing interventions, Offending behaviour programmes and Preparation for leaving.

Oberstown works with a range of other agencies and disciplines to meet the care needs of its young people while on campus. Placement planning is a priority to ensure that time spent on campus is as effective as possible to achieve best outcomes for each young person.

More information on Oberstown Children Detention Campus is available at [www.oberstown.com](http://www.oberstown.com).

<b>Job Title and Grade</b>	Principal Officer - Care
<b>Competition reference</b>	C1
<b>Closing Date</b>	Friday 24 <sup>th</sup> January 2025 @ 5pm
<b>Location of Post</b>	Oberstown Children Detention Campus, Oberstown, Lusk, Co. Dublin, K45 AY6
<b>Employer</b>	The person appointed will be employed by the Board of Management of Oberstown Children Detention Campus.
<b>Reporting relationship</b>	Director
<b>Purpose of the Post</b>	<p>The Principal Officer - Care is a senior leadership level position with responsibility for leading an experienced and dedicated team in the delivery of excellent, high quality services.</p> <p>Reporting to the Director, the post holder will be responsible for the day-to-day operations and management of Care Services in line with Oberstown vision, mission, values and organisational strategy.</p> <p>They will lead on the development and implementation of children's rights and service improvements, ensuring that Oberstown remains at the forefront of service delivery and youth justice service innovation and is responsive to potential changes in the external environment. They will also have a key role in strategic planning, ensuring alignment with wider agency and Ministerial objectives, in line with relevant legislation, in particular the Children Act 2001, as</p>

	<p>amended. In-depth knowledge of the legal framework underpinning the care provided by Oberstown will be an essential aspect of this role.</p> <p>The Principal Officer – Care will be responsible for overseeing the implementation of the Children’s Rights Policy Framework at Oberstown, and for the delivery of safe care for children in Oberstown and the youth justice services in relation to detention. Additionally, strong stakeholder management skills will be required to gain the confidence of and build productive relationships with internal and external partners.</p> <p>The Principal Officer– Care will be responsible for fostering and developing a high employee engagement, embedding devolved decision making and accountability within the services, underpinned by a best practice and transparent performance management process.</p> <p>As a member of the Senior Leadership Team, the successful candidate will play a key role in the organisation by influencing its capacity to perform its functions effectively in a complex environment. The position offers an opportunity for an ambitious, enthusiastic, and committed professional with a strong commitment to serving the public interest, to influence and contribute to the development of the Campus.</p>
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## Principal Duties and Responsibilities

As a key member of the Senior Leadership Team, the Principal Officer - Care will have overall management responsibility for care operations on Campus. They will lead and be responsible for the provision of rights based care at Oberstown and as a member of the Senior Leadership Team, will report to the Director and work closely with Corporate Services, the wider Management Team, and all relevant internal and external stakeholders.

### Operational

- Oversee and coordinate all Care functions and activities relating to the detention of young people at Oberstown, continuously assessing, streamlining and improving how core services are delivered, implementing changes where required.
- Lead and embed Oberstown’s model for individualised Care which consists of five key pillars: Care, Education, Health and wellbeing interventions, Offending behaviour programmes and Preparation for leaving (CEHOP).
- Oversee the delivery of Oberstown’s Children’s Rights Policy Framework (CRPF) ensuring that young people’s rights are upheld and the highest standards of care are fulfilled at all times.
- Set the direction and lead the day-to-day operational, rights based delivery of Care pathways in accordance with legislation, regulation and agreed policy.
- Develop effective planning and control systems to ensure resources are secured, deployed and managed effectively within their area of responsibility, providing leadership and managerial oversight for operational service delivery.
- Improve service delivery through data led analysis and identification of trends around the changing needs of young people.

- Actively monitor and manage the occupancy on Campus on a daily basis, both during regular working hours and out-of-hours as necessary, and liaise with the relevant Bodies (e.g. Courts; Bail Supervision Scheme; DCEDIY) where full capacity has been reached or is in danger of being reached.
- Deliver the annual business plan and manage budgets agreed.
- Ensure services are delivered in the safest, rights-based way for both young people and staff in line with all Health & Safety protocols and legislation.
- Be part of the provision a senior management out-of-hours roster providing on-call cover to Oberstown in the event of an emergency, and taking a role in determining – with the Director – whether an incident meets the threshold for reporting to the Minister under the Notifiable Incidents Policy.

### Standards, Policies and Legislation

- Work closely with the Care teams to organise and assure implementation of all internal and external policies and procedures pertinent to the Children’s Rights Policy Framework.
- Ensure attention to detail and consistent adherence to procedures and current standards within area of responsibility.
- Ensure that robust, effective and compliant programme governance arrangements are implemented and maintained.
- Deal with legal issues arising in respect of the detention of young people at Oberstown, including out-of-hours as necessary. This will require operational knowledge of the Children Act as the basis for lawful detention.
- Manage and provide the relevant information on all the required key performance indicators providing the Director with regular updates, reporting proactively on any area of concern.
- Ensure that all rules, policies and procedures developed in relation to detention are appropriately aligned with relevant legislation, rules and guidelines (both national and international) in relation to children's rights.
- Develop an in-depth knowledge of the operation of the Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the provision of care at Oberstown. Hold responsibility for compliance against policy/audits including, but not limited to:
  - Oberstown’s model for individualised Care, Education, Health and wellbeing interventions, Offending behaviour programmes and Preparation for leaving (CEHOP),
  - Children’s Rights Policy Framework (CRPF),
  - Health Information & Quality Authority (HIQA) Standards.
- Ensure that current practice meets best standards and oversee actions taken to improve practice and service delivery.
- Ensure that appropriate child safeguarding procedures are in place on the Oberstown Campus.
- Promote and effect a continuous quality improvement environment for operational services in accordance with existing and future regulatory requirements.
- Maintain own knowledge of relevant policies, procedures, guidelines, legislation and regulations to perform the role effectively and to ensure all standards are met.

## Leadership

- Lead and develop the Care Services teams by providing vision and direction, ensuring that organisational strategic objectives are achieved.
- Deliver the people strategy across Care Services and advocate for an Employee Engagement approach.
- Foster a team culture that encourages leadership, engagement, accountability, innovation and clear communication.
- Ensure the effective and efficient development and deployment of the workforce capacity and capability.
- Lead and deliver successful change management initiatives as required while ensuring clear outcomes in delivering quality services.
- Promote a culture of personal responsibility where staff are supported to deliver and held accountable for performance.

## Strategic Thinking, Judgement and Decision Making

- Provide specialist advice to the Director and Board of Management on the area of youth justice, in particular safe, rights compliant custody/detention.
- Contribute to the development and delivery of strategic objectives, fully participating as member of the Senior Leadership Team, including at Board meetings.
- Contribute to Oberstown's engagement with wider inter-agency forums in the area of youth justice and youth detention, helping to position Oberstown as a significant contributor to the wider youth justice arena.
- Identify coherent solutions to complex issues.
- Develop business cases, strategic plans, project plans, new policies and procedures and governance arrangements as required.
- Input to review of the Children's Act 2001, as amended, in relation to issues relating to children detention.
- Contribute to the development of policies and procedures for young people with regard to designated area of responsibility.

## Relationship Building

- Foster links with stakeholders to maximise availability of suitable, integrated, effective services, enhancing and reinforcing the reputation and credibility of Oberstown as a provider of excellent services.
- Build and maintain appropriate relationships with all external stakeholders.
- Attend and present at National and International conferences / seminars on the area of youth justice.
- Represent Oberstown in liaison with a wide range of government and public bodies.

## General

- Assume campus wide leadership for other specific projects if so requested by the Director.
- Deputise for the Director, acting for, and representing him in matters as and when required.

- Pursue continuous professional development in order to develop leadership capability and professional knowledge.
- Undertake any other responsibilities that may arise from time to time as directed by the Director.

**The above duties are not intended to be a comprehensive list of all responsibilities 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.**

*For any informal queries or a confidential discussion on this role, please contact the Ciara Carty, Head of Corporate Services at [CXCarty@oberstown.com](mailto:CXCarty@oberstown.com) or +353 (01) 852 6406.*

## Qualifications

The selection criteria below outline the qualifications, skills, knowledge and/or experience that the successful candidate will need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

### Essential Criteria

- A qualification in Business Management, Social Care, Psychology or Law at Level 8 or higher on the National Framework of Qualifications.
- At least 5 years' experience in a senior leadership role, ideally in a complex environment, managing multiple projects with a range of stakeholders, with a proven track record of success in delivering high level quality care, preferably to vulnerable young people with complex needs.

### Desirable Criteria

- Excellent understanding and expertise in service provision and development, with in-depth knowledge on the service needs of children in detention and proficiency in designing, planning, implementing, monitoring, evaluating & adapting services.
- Sound knowledge of the working of the wider youth justice system in Ireland.
- Demonstrable experience of providing effective leadership and motivating and supporting a team, and the ability to drive and manage change.
- Excellent communication, interpersonal and relationship management skills, and the capacity to influence and work effectively with a broad range of internal and external stakeholders in a constructive manner.
- Highly developed knowledge of managing multi-disciplinary professional teams.
- Strong evidence of budgetary responsibility and managing resources particularly in the area of workforce and capacity planning.
- Ability to analyse complex and diverse information and communicate this effectively to colleagues and others.
- Strong analytical skills, literacy and numeracy, and ability to prepare reports.

- Sound project management skills with evidence of successfully managing projects on time and within budget.
- Sound judgement, problem solving and decision-making skills.
- Self-motivation, commitment, and energy, with a passion to serve and protect the public interest.
- Ambition to deliver on demanding strategic development targets with strong personal and professional credibility.
- Effective team player with the ability to work flexibly in a diverse and highly demanding environment.
- Resilience, with the ability to work well under pressure of time and resources, and to achieve positive work life balance.
- Previous experience of speaking in public and advocating for people's rights.

## Competencies

**Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below:**

### Leadership & Strategic Direction

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Leads the team, setting high standards, tackling any performance problems & facilitating high performance.
- Facilitates an open exchange of ideas and fosters and atmosphere of open communication.
- Contributes to the shaping of Oberstown's strategy and policy.
- Develops capability and capacity across the team through effective delegation.
- Develops a culture of learning & development, offering coaching and constructive / supportive feedback.
- Leads on preparing for and implementing significant change and reform.
- Anticipates and responds quickly to developments in the sector/ broader environment.
- Actively collaborates with other Departments, Organisations and Agencies.

### Judgement & Decision Making

- Identifies and focuses on core issues when dealing with complex information/ situations.
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically.
- Sees the relationships between issues and quickly grasp the high level and socio-political implications.
- Identifies coherent solutions to complex issues.
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well informed decisions, understanding their impact and implications.

### Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/services in own area
- Balances strategy and operational detail to meet business needs.
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus
- Makes optimum use of resources and implements performance measures to deliver on objectives.
- Ensures the optimal use of ICT and new delivery models.
- Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements.
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements.
- Ensures team are focused and act on Business plans priorities, even when faced with pressure.

### Building Relationships & Communication

- Speaks and writes in a clear, articulate and impactful manner
- Actively listens, seeking to understand the perspective and position of others
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives.
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals.
- Proactively engages with colleagues at all levels of the organisation and across other Departments.
- Organisations and builds strong professional networks.
- Makes opinions known when s/he feels it is right to do so.

### Specialist Knowledge, Expertise & Self Development

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and
- recognised by people internal and external to the Department/ Organisation
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

### Drive, Commitment & Public Service Values

- Consistently strives to perform at a high level.
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues.
- Is personally trustworthy, honest and respectful, delivering on promises and commitments.
- Ensures the citizen is at the heart of all services provided.
- Is resilient, maintaining composure even in adverse or challenging situations.



- Promotes a culture that fosters the highest standards of ethics and integrity.

## Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence or be willing to work towards obtaining their full Driving Licence.

## 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.

## Character

Each candidate for and any person holding the office must be of good character.

## Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 67 years of age.

## Communication

Candidates must have a good command of the English language.

## Principal Conditions of Service

### General

The appointment is made under Section 180 of the Children (Amendment) Act 2015.

### Salary

The current salary for the position (effective 1 October 2024) is as follows:

Personal pension contribution (PPC) rate: €102,913 – €107,280 – €111,613 – €115,978 – €119,661 – €123,481<sup>1</sup> – €127,295<sup>2</sup> per annum.

<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

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

A different rate may apply where the appointee is a civil or public servant recruited before 6 April 1995 and who is not required to make a personal pension contribution.

### **Important notes relating to salary:**

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation. The rate of total remuneration may be adjusted from time to time in line with Government pay policy as applying to public servants generally.

Subject to satisfactory performance, increments may be awarded in line with current Government policy.

### **Tenure and Probation**

The appointment will be made as a whole-time permanent position in the Public Service.

The individual must serve a probationary period of 9 months.

Should the appointee's services be unsatisfactory as regards health, conduct or efficiency generally during the probationary period, the position may be terminated at any time by the Board of Management.

### **Location**

Oberstown Children Detention Campus is located in Lusk, Co. Dublin.

### **Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less 37 hours per week. The successful candidate will be required to work 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. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

### **Annual Leave**

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

### **Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Public Service Sick Leave Scheme.

## Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the public service, at the time of being offered an appointment.

In general, this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Single Scheme can be found at <http://www.singlepensionscheme.gov.ie/>. The maximum retirement age for most Single Scheme members is age 70.

Different terms and conditions related to superannuation and retirement may apply to candidates who have worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment, or is currently on a career break, or is on special leave with or without pay. The pension entitlements and maximum retirement age, if applicable, of such appointees will be determined in the context of their public service employment history.

## IMPORTANT NOTICE

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is already a serving civil or public servant.

**The above outlines the principal conditions of service and is not intended to be a comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.**

## Eligibility

### Citizenship

Candidates should note that eligibility to compete for posts is confined to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

### Certain Restrictions on Eligibility

Eligibility to compete may be affected where applicants were formerly employed by a Public Sector body and previously availed of a Public Service Redundancy or Incentivised Retirement Scheme including:

- Incentivised Scheme for Early Retirement (ISER).
- Department of Health and Children Circular (7/2010).
- Department of Environment, Community & Local Government Circular (Letter LG (P) 06/2013).
- Collective Agreement: Redundancy Payments to the Public Service.

#### Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance [Circular 12/2009](#) that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

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

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

#### Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER scheme that persons will not be eligible for re-employment in any Public Sector body] as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).

#### Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

#### **Declaration**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## Additional Conditions of Service

### Pension Accrual

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced a 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to **abatement** in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

**Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing body will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

### Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

## 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 work experience to date.

- Completion of the competency questions form (available to download from [www.oberstown.com](http://www.oberstown.com)).

In order to apply for the post of **Principal Officer- Care**, please forward the above requested information via email to [recruitmentmail@oberstown.com](mailto:recruitmentmail@oberstown.com) before **Friday 24<sup>th</sup> January 2025 @ 5pm**.

*For any informal queries or a confidential discussion on this role, please contact Ciara Carty, Head of Corporate Services at [CXCarty@oberstown.com](mailto:CXCarty@oberstown.com) or +353 (01) 852 6406.*

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.

**Incomplete or late applications will not be accepted.**

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 final competitive interview which may include a presentation.

### **Please Note**

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/transferable format, at any time
Erasure	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.