Sigmar Recruitment Consultants Ltd. is committed to a policy of equal opportunity. Sigmar Recruitment Consultants Ltd. will run this campaign in compliance with the Codes of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) and are available on www.cpsa.ie

SIGMAR RECRUITMENT CONSULTANTS LTD.
13 HUME STREET, DUBLIN 2
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Telephone: (353) 1 4744675
Title of Positions: Human Rights and Equality Executive Officer
Grade: Executive Officer
Employing Authority: Irish Human Rights and Equality Commission
Location: Dublin

Background:

The Irish Human Rights and Equality Commission was established on 01 November 2014 through primary legislation, the Irish Human Rights and Equality Commission Act 2014. In accordance with the 2014 Act, the Commission has a general duty to protect and promote human rights and equality and to encourage the development of a culture of respect for human rights, equality and intercultural understanding in the State.

The Commission’s founding legislation provides a range of ways to address human rights and equality issues from engagement to enforcement. This is an exciting time to make a significant contribution in a new organisation that has recently launched its first Strategy Statement 2016 – 2018. IHREC aims to bring about change through legal means, policy and legislative advice, awareness and education, and partnerships across society.

The Commission is currently seeking Human Rights and Equality Executive Officers to join the organisation.

Role Summary:

The following reflects the typical duties you may be required to undertake, if appointed:

- The direct delivery of information and advice to the public on human rights and equality;
- Follow up work arising from information and/or advocacy sessions with a diverse range of clients;
- Assisting in the analysis of proposals and reports and in examining the more complex, non-routine cases on which decisions are required;
- Assisting in the researching and drafting of proposals relating to policy issues and legislation;
- Assisting in the development of innovative processes for the provision of quality information to clients in various formats;
- To co-operate with other service providers in the area and more generally, both statutory and voluntary, in the development of information provision and on joint-initiatives from time to time.
- Operation of query management, advice case management and data collection/statistical analysis systems
- Operation of systems for monitoring and evaluation of the information service
- Undertaking publicity and promotional initiatives appropriate to the development of the service.
In order to be effective:

The Executive Officer grade is the entry level to junior management in the Civil Service. This job description is intended as a general guide to the range of duties and it is neither definitive nor restrictive. The IHREC reserves the right to assign the Executive Officer within the IHREC as appropriate and necessary.

Essential Requirements

1. Candidates must, on or before 18 April, 2016

(i) have obtained a recognised degree or hold a qualification that is of a standard in terms of both level and volume of learning that is of at least an equivalent or higher standard;

Or

(ii) have obtained in the Leaving Certificate Examination a minimum of grade D at Ordinary (or Pass) level in Mathematics and Irish or English, having obtained a minimum of Grade C in at least five subjects at Higher (or Honours) level papers;

Or

(iii) hold a qualification that is of a standard in terms of both level and volume of learning that is of at least an equivalent or higher standard to the Leaving Certificate (this will only be determined during the selection process or if a candidate comes under consideration for a position);

Or

(iv) have passed the first year examination of a course leading to a recognised degree;

Or

(vi) be serving as a Civil Servant with at least two years’ service and have obtained at least five subjects in the Leaving Certificate Examination (including Mathematics and Irish or English), three of which should be minimum Grade C at higher level, the others should be a minimum Grade D at ordinary level. Or have passed an examination(s) which would be acceptable as being of at least an equivalent standard of the Leaving Certificate.

In order to be effective in the role of a Human Rights and Executive Officer in the Irish Human Rights and Equality Commission, candidates need to be:

- Interested in public affairs and committed to the concept of public service;
- An understanding of the issues around the provision of, and access to information, advice and advocacy services;
- Working knowledge and understanding of equality and human rights;
- Excellent organisational, administrative and IT skills;
- Be committed to the provision of free, confidential, impartial and independent information services;
- Capable of planning and organising people and resources to meet goals, targets and objectives;
- Understanding and sensitive in dealing with others, and persuasive when communicating in general;
- Interested in making sure all tasks are completed to a very high standard;
- Willing to share ideas and information with people, with the purpose of achieving a particular result;
- Interested in working as part of a team;
- Capable of presenting written material in a clear, concise, comprehensive and convincing manner;
- Fully committed to achieving quality results;
- Capable of using initiative as and when appropriate;
- Able to conduct an in-depth review of intricate, non-routine subject areas and make appropriate recommendations.

Desirable Requirements
- Proficiency in the Irish language

Special Personal Attributes required for performance-on-the-job:

Essential:
The successful candidate should have:-
- the ability to work under pressure to tight deadlines and to take a strategic approach in the delivery of their work;
- the ability to foster a positive working relationship with colleagues and external stakeholders;
- the confidence to liaise with senior personnel, legal and other professionals;
- excellent interpersonal and communication skills.
Key competencies for effective performance at Executive Officer level:
**EXECUTIVE OFFICER LEVEL**

### People Management
- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet it’s objectives

### Analysis & Decision Making
- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

### Delivery of Results
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

### Interpersonal & Communication Skills
- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation.
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

### Drive and Commitment
- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

### Specialist Knowledge, Expertise and Self Development
- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
- Demonstrates a willingness to learn and acquire new skills on a continual basis
- Takes the initiative in keeping abreast of new developments and applying them

**NOTE:** Qualifications/eligibility, may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on the date specified above, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from
this campaign. Candidates who are unable to show that they hold the required qualifications may be withdrawn from the campaign at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

**Eligibility to compete and certain restrictions on eligibility**
Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). 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.

**Incentivised Scheme for Early Retirement (ISER):**
It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are 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.

**Collective Agreement: Redundancy Payments to Public Servants**
The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure 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 and/or the collective agreement outlined above. 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.
**Principal Conditions of Service**

**General**
The appointment is to an established post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

**Salary**

*Executive Officer (EO) Standard Salary Scale (Personal Pension Contribution (PPC))*

with effect from 1 January 2016, is as follows:

€27,739, €29,712, €30,821, €32,687, €34,360, €35,977, €37,588, €39,166, €40,760, €42,311, €43,909, €44,967, €46,473 (LSI-1), €47,975 (LSI-2)

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

Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

Candidates should note that entry will be at the minimum of the salary scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subject to satisfactory performance, in line with the Haddington Road Agreement. Details of the Haddington Road Agreement are available on the Department of Public Expenditure and Reform website at http://www.per.gov.ie

**IMPORTANT NOTE:**

Different pay and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

**Headquarters/ Assignment/Location**
The successful candidate will be located in 16-22 Green Street, Dublin 7

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

**Tenure**
The term of appointment for the role will be permanent & pensionable. The appointee will be required to serve a 12 month probationary period.

**Annual Leave**
The annual leave allowance will be 23 days rising to 24 days after 5 years’ service and to 25 days after 10 year’s service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays

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

**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 sick leave circulars. Appointees who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the IHREC. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement
The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Key provisions attaching to membership of the Single Scheme are as follows:

a) Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b) Retirement Age:

Scheme members must retire at the age of 70.

c) Pension Abatement

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, 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.

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

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.

d) Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other
Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants (“Non-Established State Employee Scheme”). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e) Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f) Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009 (as amended).

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: http://www.per.gov.ie/pensions.

IMPORTANT NOTICE

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

How to Apply:
All candidates should visit www.sigmarrecruitment.com/IHREC where there is a full list of available positions in the IHREC with the corresponding downloadable information booklet and application form for each position. There will also be a link to the online application portal to where all applications must be submitted.

To apply, candidate must fully complete all sections of the application form and submit their application form via the online application portal.

Only applications fully submitted online will be accepted into the campaign.

Applications will not be accepted after the closing date.

Closing Date:
Your application must be submitted on the online application portal by the 18th April 2016 by 5pm exactly. Applications will not be accepted after this time.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact IHREC@sigmar.ie.

Campaign updates will be issued to your registered email address as entered on the online application portal.

The onus is on each applicant to ensure that they are in receipt of all communication from Sigmar Recruitment Consultants Ltd. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

Sigmar Recruitment accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by Sigmar Recruitment Consultants Ltd. and should make sure that the contact details specified on their application form are correct.

Selection Process:
The Selection Process may include the following:
- Completion of an online questionnaire(s)
- Shortlisting of candidates based on the information contained in their application
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate.

Shortlisting:
Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you 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, Sigmar Recruitment
Consultants Ltd. may decide that a smaller number of applicants will only be called to interview. In this respect, Sigmar Recruitment Consultants Ltd. provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of 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. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Confidentiality:
Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

Security Clearance:
Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they 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 they resided. If unsuccessful this information will be destroyed by Sigmar Recruitment. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other Important Information
Sigmar Recruitment Consultants Ltd. 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 notification, is not to be taken as implying that Sigmar Recruitment Consultants Ltd. is satisfied that such a person fulfils the requirements 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.

Prior to recommending any candidate for appointment to this position Sigmar Recruitment Consultants Ltd. 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.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Rights - Review Procedures in relation to the Selection Process
Sigmar Recruitment Consultants Ltd. will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments http://www.cpsa.ie/.

- Should a candidate be unhappy with an action or decision in relation to their application (where the selection is managed by Sigmar Recruitment) they can seek feedback from Sigmar Recruitment. An initial review will be carried out internally by the candidate’s recruitment contact as to why their application was deemed unsuccessful. The outcome of this review will be sent to the candidate in written format.
- To request an initial review, a candidate must write to Sigmar within 5 working days of receiving notification of the decision on their application. Sigmar will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within 2 working days of receiving notifications of the outcome of the initial review.
- Should the candidate not be satisfied with the outcome of the initial review, it will be referred to the Account Director who acts as the decision arbitrator.
- The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.

Candidates’ Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates 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 personate 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/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:
- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria
Candidates must:
- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;
and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

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

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

**Data Protection Acts, 1988 and 2003**
When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: **Data Protection Co-Ordinator – Managed Services, Sigmar Recruitment Consultants Ltd., 13 Hume St., Dublin 2.** Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to ‘Sigmar Recruitment Consultants Ltd.’. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.