

## **Candidate Information Booklet February 2025**

<b>Grade</b>	Higher Executive Officer
<b>Title of the Position</b>	Human Resources Executive
<b>Duration</b>	Permanent, full-time position
<b>Location</b>	Citizens Information Board, George's Quay House, 43 Townsend Street, Dublin 2, D02 VK65
<b>Blended working</b>	CIB is operating a blended working policy, which all staff can apply for.
<b>Website</b>	<a href="http://www.citizensinformationboard.ie">www.citizensinformationboard.ie</a>

The Citizens Information Board (CIB) is the statutory body responsible for ensuring the provision of independent and accurate information, advice and advocacy services. We do this through funding 22 independent service delivery companies including the network of Citizens Information Services (CIS), the Money Advice and Budgeting Services (MABS), National Traveller MABS, the National Advocacy Service (NAS), the Sign Language Interpreting Service (SLIS) and the Register of Sign Language Interpreters (RISLI). The CIB HR Manager does not provide HR management for any of the 22 companies. The Human Resources Manager role provides HR management for the Citizens Information Board and its employees only.

## **Human Resources (HR) Executive**

This is an exciting and challenging position for an individual seeking a role in a collaborative and dynamic working environment. The HR Executive will be responsible for smoothly and efficiently running the Citizen Information Board's (CIB) Pension Schemes and Salary budget in conjunction with executing an HR Business Partner Function.

The successful candidate will report to the HR Manager and as required, will work closely with the Finance Manager and Senior Management Team.

### **Areas of Responsibility**

#### **Pensions Administration:**

- Manage the administration of CIB's Superannuation and Single Public Service Pension Schemes.
- Collaborate with the HR Manager, Finance Manager, and Senior Management Team to prepare CIB's annual salary and pension budgets for compliance and reporting requirements.
- Co-ordinate the implementation of all actions relating to pay and pensions under directives, circulars and Public Sector Agreements as required.
- Act as the subject matter expert regarding public sector pension schemes' policies and procedures and understand pension legislation and the regulatory environment.
- Prepare and submit staffing data reports in accordance with the Employment Control Framework (ECF) monthly, quarterly, or as requested by management.

#### **Recruitment:**

- Lead the recruitment process through all stages, from drafting role specs and providing administrative support to chairing recruitment selection panels.
- Continuously review and develop the recruitment process, ensuring equality, diversity and inclusion (EDI) is at the forefront of all aspects of the process.
- Gather feedback on recruitment and develop reporting to support continuous improvement and best practice.
- Prepare recruitment reports for the HR Management and Senior Management Team.
- Manage an HR Officer to oversee the day-to-day management of the CIBs recruitment process and other HR tasks.
- Support the onboarding process for all incoming personnel, ensuring compliance with CIBs procedures.

## **General HR**

- Provide advice and support to managers and employees through problem-solving procedures and use of relevant policies on queries arising in their work activities.
- Manage the HR Management Information Systems (HRMIS) and act as the point of contact for third-party systems providers.
- Assist the HR & Governance Manager with Employee Relations issues as required.

## **Organisational:**

- Represent and promote the organisation; attend and participate in conferences and seminars as required.
- Participate in special projects and joint working arrangements.
- Contribute to the continuing process of organisational development within CIB.
- Contribute to governance tasks within CIB, including Parliamentary Questions, Annual Reports, internal reporting, procurement, Freedom of Information and data protection requests.
- Participate and work within the PMDS process.
- Participate in training and development programmes or courses to maintain and improve performance and to assist in identifying personal training and support needs.
- Ensure that the highest customer service standards are met when carrying out the business of the CIB.
- Undertake such other duties as may be agreed by the HR manager or relevant Head of Division.

**Note:** The functions and responsibilities initially assigned to the position are based on the current organisational requirements and may occasionally change. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within CIB.

**February 2025**

## **Candidate Profile**

The ideal candidate will have the following experience, personal characteristics, and educational background:

- Public Sector Pensions Experience, or a broad understanding and experience in legislation, pensions and/or financial compliance.
- A minimum of two years of direct Line Management experience.
- A minimum of three years of HR Generalist experience.
- Held a position that required the post holder to demonstrate organisation and excellent attention to detail, particularly in relation to analysis of data and numerical information and an ability to provide accurate reports on same.
- Experience managing multiple tasks and proven experience with the ability to deliver on tight deadlines.
- Excellent interpersonal and communication skills.
- Ability to organise and prioritise their work and the work of other staff.

## **Desirable knowledge, skills, and experience**

- Previous experience in managing a Public Sector Pension Scheme.
- Public Sector HR experience.
- Relevant third-level qualification.
- CIPD Qualified or already working toward qualification.
- Experience in using HR systems for analytical reporting.

## **Required Competencies**

1. Team leadership.
2. Analysis and decision-making.
3. Managing and delivery of results.
4. Interpersonal and communication skills.
5. Specialist knowledge, expertise, and self-development.
6. Drive and commitment to Public Service values.

## **Principal Terms of Service**

### **Contract arrangements**

This position will be offered on a Permanent contact basis subject to the satisfactory completion of a probation period.

### **Salary from 1<sup>st</sup> October 2024**

€57,122, €58,791, €60,459, €62,124, €63,796, €65,460, €69,013, **€71,493\***, **€73,962\*\***

1. \*After 3 years' satisfactory service at the maximum
2. \*\*After 6 years' satisfactory service at the maximum

### **Starting Salary and Payment Agreements**

Candidates should note that entry will be at the 1<sup>st</sup> point of the 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 annually subject to satisfactory performance, with the exception of long service increments, if applicable.

Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 7/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

### **Outside Employment**

The position will be full time, and the appointees may not engage in private practice or be connected with any outside business which conflicts in any way with her/his official duties, impairs performance or compromises her/his integrity.

### **Location**

The Citizens Information Board, George's Quay House, 43 Townsend Street, Dublin 2. D02 VK65.

Citizens Information Board formally introduced a blended working policy in January 2023 which allows employees apply for a combination of working from their assigned office premises and working remotely.

### **Working Week**

Subject to the exigencies of the post, the normal working week is not less than 35 hours exclusive of lunch breaks, with normal starting and finishing times at 9am and 5pm Monday to Friday. Employees may on occasion be expected to work outside normal office hours.

## **Annual Leave**

The annual leave allowance for this post will be 29 working days per annum plus Public Holidays.

## **The Organisation of Working Time Act 1997**

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

## **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 S.I. 124 of 2014 and S.I. 384 of 2015 Public Service Management (Sick Leave) Regulations of relevant sick leave circulars.

## **Eligibility to compete and certain restrictions on eligibility**

### **European Economic Area Nationals**

If you are an EU/EEA, U.K. or Swiss national, you may be asked to provide proof of nationality (e.g. passport) to confirm your right to work in Ireland. If you are a non-EU/EEA, non-U.K. or non-Swiss national, you will be required to provide documentation confirming you have current and valid permission to permanently work and reside in the Republic of Ireland.

### **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 other public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009 – 2011) for a period of 2 years from termination of the 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)

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

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of the same sector. Therefore, such retirees cannot apply while the above restrictions continue in force.

### **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. People who availed

of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **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 Service 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. 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).

### **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.

### **Superannuation and Retirement**

The appointee 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, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ('Single Scheme'). Full details of the Scheme are at <http://www.per.gov.ie/pensions>.

Where the appointee has 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 special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The key provisions attaching to membership of the Single Scheme are as follows:

- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated annually by reference to CPI).
- Pensionable Age - The minimum age at which pension is payable is 66 (rising to 67 and 68 in line with State Pension age changes).
- Retirement Age - Scheme members must retire at the age of 70.
- Post retirement pension increases are linked to CPI.

### **Pension Abatement**

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 her/his employment in this position. 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 or comes into payment during this employment. This provision, to apply abatement across the wider public service, came into effect on 1 November 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 Department/Office will support an application for an abatement waiver in respect of appointments to this position.

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), Department of Health Circular 7/2010 VER/VRS of the Department of Environment, Community and Local Government Circular Letter LG (P) 06/2013 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 arrangement will however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation aware for which the appointee may be eligible.

### **Department of Education and Skills Early Retirement Scheme for Teachers**

#### **Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

#### **Ill-Health Retirement**

For an individual who has retired from a Civil/Public Service body on the grounds of ill-health her/his 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.

#### **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.*

#### **Additional Superannuation Contribution**

The appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)



## Other Conditions of Employment

Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

## Data Protection

In line with the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR), all personal information provided on this application form will be stored securely by the HR Department at Citizens Information Board (CIB) and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of one year from the scheduled interview date, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter.

Applicants' information is processed under the legal basis of contractual necessity. The provision of personal data is necessary for the processing of your application or the conclusion of an employment contract with CIB. This information may be submitted to and processed by Osborne Recruitment for shortlisting. The information will also be made available to the interview panel.

Following completion of the recruitment selection process, all personal information will be retained only by CIB and this information will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references.

You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, to any of the information stored about you within the one-year retention period, please contact the HR Manager at Citizens Information Board, Georges Quay House, 43 Townsend Street, Dublin 2, DO2 VK65.

For information on how your personal data will be used as part of this process please refer to our Data Protection Notice for Job Applicants, available at the following link: [https://www.citizensinformationboard.ie/en/data\\_protection/cib.html](https://www.citizensinformationboard.ie/en/data_protection/cib.html).

## How to Apply

To apply for this role candidates **must**:

- Complete and sign the application form
- Provide a cover letter setting out their suitability for the position

The completed and signed application form with cover letter (maximum one page) should be sent to: [recruitment@ciboard.ie](mailto:recruitment@ciboard.ie)

In the subject line, insert: **Human Resources Executive**

**All documents must be submitted in Word or PDF format. For security reasons, files sent by email as links to documents in shared cloud-based servers will not be accepted.**

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application when submitted, please contact the HR team by email ([recruitment@ciboard.ie](mailto:recruitment@ciboard.ie)) to ensure your application has been received.

## **Closing date**

Please note latest receipt for applications is **14<sup>th</sup> March 2025 5pm**

Incomplete applications, postal applications or C.V.s will not be accepted. Any applications received after the closing date and time will not be considered.

## **Selection Process**

Candidates will be shortlisted based on information contained within her/his application. Shortlisted candidates will be contacted in relation to attending an interview. During any short-listing exercise that may be employed, a board will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience within the application.

All interviews are competency based and will take place either on-site in Dublin or, if required by public health guidance, virtually through the Zoom conference platform. The onus is on all applicants to make themselves available on the date(s) specified by CIB and make whatever arrangements are necessary to ensure they receive communications sent to them at the contact details specified. CIB will not be responsible for any expenses incurred by candidates. The Citizens Information Board wishes to recruit a suitably experienced and qualified individual to the role of Financial Compliance and Reporting Manage. Qualifying candidates may be placed on a panel from which future vacancies may be filled.

All interviews are competency based and will take place either on-site in Dublin or, if required by public health guidance, virtually through the Microsoft Teams platform. The onus is on all applicants to make themselves available on the date(s) specified by CIB and make whatever arrangements are necessary to ensure they receive communications sent to them at the contact details specified. CIB will not be responsible for any expenses incurred by candidates.

## **Important Notice**

**The above represents 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(s).**

**The Citizens Information Board is committed to providing equal opportunities for employment to all. Applications will be reviewed and shortlisted for interview on the merit, skills and experience detailed in the documentation supplied, regardless of gender, age, sexual orientation, civil status, family status, religion, disability, race or membership of the Traveller community.**

## HIGHER EXECUTIVE OFFICER LEVEL

### Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising the skills and capacity of the team
- Is flexible and willing to adapt, positively contributing to the implementation of change

### Judgement, Analysis & Decision Making

- Gathers and analyses information from relevant sources, weighing up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

### Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

### Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing own role
- Acts as an effective link between staff and senior management
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing
- Collaborates and supports colleagues to achieve organisational goal

**Specialist Knowledge, Expertise and Self-Development**

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the Team and the Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

**Drive and Commitment to Public Service Values**

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity