



An Roinn Dlí agus Cirt
Department of Justice



An tSeirbhís Phromhaidh
The Probation Service

Candidate Information Booklet

Please Read Carefully

Locum Probation Officer

The Department of Justice is holding a competition for the purpose of creating a National Locum Probation Officer panel to fill temporary vacancies in the Probation Service. Current vacancies exist in the following locations:

Dublin
Galway
Kilkenny
Portlaoise

Closing Date: 5pm on Wednesday 3rd March 2021

The Department of Justice is committed to a policy of equal opportunity. The Department will run this campaign in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). The codes of practice are published by the CPSA and available on www.cpsa-online.ie

Contact for this competition:

Email psrecruit@probation.ie

(A)

THE POSITION

TITLE OF POSITION: Locum Probation Officer

OFFICE: Probation Service in the Department of Justice

LOCATIONS: Dublin, Galway, Kilkenny, Portlaoise
Nationwide panel will be formed for future vacancies

Overview

The Probation Service is an agency of the Department of Justice, committed to helping to achieve the high-level objectives and policy goals of the Department in working for safer communities and fewer victims through offender rehabilitation. The Service works closely with offenders, offenders' families, the Courts Service, An Garda Síochána, the Irish Prison Service, the Irish Youth Justice Service and many other statutory, community and voluntary organisations.

The Probation Service works to achieve a safer and fairer Ireland by:

- ☐ Ensuring Court orders are implemented;
- ☐ Reducing risk of harm to the public;
- ☐ Reducing likelihood of reoffending;
- ☐ Making good the harm done by crime (reparation and restorative justice).

The Probation Service delivers services to contribute to public safety, improve communities and support offenders to change. Its role in this context is to:

- ☐ Work with communities and neighbourhoods to manage offenders so as to reduce offending behaviour;
- ☐ Challenge offending behaviour;
- ☐ Facilitate the integration of ex-offenders into society so that they do not re-offend;
- ☐ Manage through effective partnerships offenders and those at risk of causing harm.

The principal areas of work include probation supervision, community service, community return, anti-offending behaviour programmes, and specialist support services, which aim to stop offenders committing further offences. These services are delivered to both adult and young offenders.

We also work in prisons and places of detention to rehabilitate offenders and facilitate re-integration. Further information on the work of the Service is available on the Probation Service website www.probation.ie

THE ROLE

Job Description:

A Probation Officer in the Probation Service of the Department of Justice may be assigned to duties in any of the following areas: Courts and Community, Prisons/Places of Detention, Young Persons' Probation or other particular assignments that may arise in the Service.

Accountabilities for the position:

- Meeting Service standards and guidelines in the preparation of assessment reports on offenders
- Managing the supervision of offenders subject to a range of Court orders including Probation Orders, Community Service Orders, and post custody supervision.
- Delivery of Young Persons' Probation programmes, including the preparation of court reports, engaging with, and motivating young offenders, and implementing the Children Act 2001.
- Ensuring offenders' compliance with Court Orders and other orders being managed on behalf of relevant authorities e.g. Department of Justice and Equality, the Irish Prison Service.
- Delivery of interventions with offenders to reduce offending, establish pro-social behaviour and reduce victimisation.

(B)
ELIGIBILITY

ESSENTIAL REQUIREMENTS

Candidates must, on or before **3rd March 2021**, fulfil the following essential requirements:

1. A Qualification at Level 8 on the National Framework of Qualifications in Social Science with social policy component, or equivalent qualification recognised for entry onto one of the courses approved by CORU, Health and Social Care Professionals Council

Additional marks will be awarded to candidates who has successfully passed one of the social work courses approved by CORU and / or are registered in the Social Work Register maintained by the Social Work Registration Board under CORU.

Additional Requirements for the position:

Essential

- Interviewing skills
- Report writing and assessment skills
- Case management skills
- Ability to work as part of a team
- Administrative skills including ability to meet deadlines

Desirable

- Court room skills
- Knowledge of a range of social work methods of intervention
- Knowledge of community resources and how these can be mobilised
- Knowledge and understanding of the criminal justice system
- Knowledge of legislation relevant to the work of a Probation Officer
- Knowledge and understanding of victim related issues
- Knowledge of offending behaviour interventions and programmes
- Ability to engage and motivate offenders
- Knowledge of addictions
- Clean Driving Licence

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible Candidates must:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**
- (e) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

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. 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.

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 not eligible to apply 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. People who availed of either of these schemes are not eligible to compete in this competition.

Department of Environment, Community & Local Government:

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. 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.

(C)

PRINCIPAL CONDITIONS OF SERVICE

General

The appointment is to an temporary 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.

Pay

The annual salary for the position (rates effective from 1 October 2020) is as follows:

Personal Pension Contribution Pay Scale

€32,321

This rate will 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.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay policy. **The salary is non negotiable.**

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy

Tenure

Appointment will be made to fill short term priority vacancies and will be to a fixed term position in the Civil Service for a period expected to be 6 months. The position carries no entitlement to permanent status by way of external competition or otherwise.

The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 and 1991. In the event of serious misconduct, the appointment may be terminated without notice; in this event, no remuneration or compensation will be payable other than that applicable to work carried out.

Probation

The appointment will be subject to a probationary period of six weeks from the date of appointment. Should the services of the officer be satisfactory as regards health, conduct,

efficiency and performance generally during the probationary period, he/she will then, on completion of the period, be appointed for the period of tenure set out above.

Unfair Dismissals Acts 1977-2005

A list of all terms and conditions of employment will be set out in the employment contract to be agreed with the successful candidate. The Unfair Dismissals Acts 1977-2005 will not apply to the termination of the employment by reason only of the expiry of the fixed term contract without it being renewed.

Duties

The Officer will be required to perform any duties assigned from time to time as appropriate to the position and may be appointed to act as Probation Officer or assigned to other duties connected with probation, community service, working within a custodial setting, delivery of offending behaviour programmes, etc.

Headquarters

The Probation Service is a national service with offices in over 30 locations around the country. An officer's Headquarters will be such as may be designated by the Head of Service. The posts currently on offer are for Galway, Kilkenny, Portlaoise and the greater Dublin area.

Hours of attendance

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes gross or 37 hours net per week. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the civil service overtime regulations.

Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy.

The Organisation of Working Time Act 1997

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

Outside employment

The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Annual Leave

In addition to the usual public holidays the annual leave for this position is 25 working days per annum calculated on a pro rata basis.

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.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department / Organisation. Payment during illness will be subject to the officer making the necessary claims for social

insurance benefit to the Department of Employment Affairs and 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, 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 www.singlepensionscheme.gov.ie

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.

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

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

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 Section 52 of 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 Department/Office 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

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

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available via this link

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 pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution 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

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Outside Employment

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

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

The officer will be subject to the Civil Service Code of Standards and Behaviour. The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Political Activity

During the term of employment, the officer will be subject to the rules governing civil servants and politics.

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

(D)

THE APPLICATION AND SELECTION PROCESS

How to Apply

An application form must be downloaded from the Probation Service website – www.probation.ie

Completed application forms should be submitted by email to psrecruit@probation.ie

Completing the Application Form

Applications must be made on the official application form and will be treated in strict confidence. All sections of the form must be fully completed. Please ensure you include the location(s) for which you are applying.

When completing the application form accuracy is essential, as you may be short-listed on the basis of information supplied.

If it is necessary to continue on a separate sheet, please set the information out in the same manner as in the application form.

Closing date

Applications must be submitted **no later than 5.00pm on 3rd March 2021**

General Queries

For general queries, please email psrecruit@probation.ie

Key Dates

It is envisaged that this competition will operate along the following approximate time scales.

Closing date: 5pm 3rd March 2021

Notification of interview date: Week Commencing 8th March 2021

Interviews: Weeks Commencing 22nd March 2021

Due to COVID-19 restrictions it will not be possible to hold face to face interviews. Therefore all interviews will take place via Zoom. The onus is on all applicants to make themselves available on the date specified by the Probation Service and ensure they have access to Wi-Fi and the Zoom App.

Notification of interview (if shortlisted) will issue by email. You should ensure that the contact details specified on the application form are correct.

Selection Process

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application, to reduce the list of candidates to a more manageable number for interview;
- a competitive interview.

References

References will be sought from current and previous employers.

Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you have resided.

Additional security clearance is also carried out for all prospective employees of the Department of Justice. It should be noted that this process is currently taking a number of months to complete.

If you have resided/studied in countries outside the Republic of Ireland for a period of 6 months or more, it is mandatory for you to furnish a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in, which should be dated after the date you left the country.

Offers of Appointment

A successful candidate will be offered the post, subject to Security Clearance, and will have 2 working days to accept or reject the offer.

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 subsequent to the recruitment process in question, he/she shall forfeit that appointment.

General Data Protection Regulations (GDPR)

In line with General Data Protection Regulations (GDPR), the Department of Justice and Equality needs to process the personal data of employees for the purposes of enabling the organisation to consider the employee's suitability for employment and for the purposes of administering their employment. Without such processing, it would not be possible for the organisation to enter into this agreement with the employee. Information regarding the legal basis for any such processing, the period of time for which the personal data will be retained and related matters is set out in the following Department of Justice and Equality documents: Data Protection Policy, Data Protection Notice and the Data Retention Policy. This is the Department's data protection commitment to you as an employee.