



**An tSeirbhís Phromhaidh**  
The Probation Service

**CANDIDATES INFORMATION BOOKLET**

PLEASE READ CAREFULLY

Competition for appointment to the position of

**Community Service Supervisor  
in the Probation Service  
Department of Justice**

**Closing Date:**

**5pm, Wednesday, 17 April 2024**

The Department of Justice/ Probation Service is committed to a policy of equal opportunity.

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The Probation Service committed to a policy of equal opportunity. This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA). Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie).

## **Location of Posts**

The Probation Service is a national service with offices in over 30 locations nationwide.

**We currently have vacancies in the following counties: Dublin, Kilkenny and Cork. The Cork vacancies are expected to become available later in the year. If you are successful in this competition you will be placed on a panel in order of merit from which vacancies will be filled.**

## **Introduction**

The Probation Service, is an agency of the Department of Justice and is a national service, with a remit to contribute to safer communities and fewer victims through offender rehabilitation. This is achieved by the effective assessment and management of offenders, challenging offending behaviour and facilitating the integration of ex-offenders.

The Service provides probation supervision, community service, community return, offending behaviour programmes and specialist support services to both adult and young offenders. It also provides a probation service to prisons and places of detention to rehabilitate offenders and facilitate prisoner re- integration. The Service has responsibility for the supervision of 15,000 offenders each year in the community nationally.

Community Service is a key responsibility in the Probation Service. It allows people to be placed on Community Service Orders by criminal courts in lieu of imprisonment, for the purpose of completing unpaid work in their community to repair the harm caused by their offending behaviour. The Probation Service organises and supervises this work in partnership with communities and is committed to developing opportunities for Community Service that support the principles of Desistance, Social Justice and Restorative Justice.

See the Probation Service website [www.probation.ie](http://www.probation.ie) for further information - 'For Service Users – Community Service'

## **The Role**

A Community Service Supervisor in the Probation Service will be assigned to duties in the supervision of offenders undertaking community service/ community return work in communities.

## **Main Duties & Responsibilities**

- To supervise organise and manage the work of offenders who have been placed on Community Service/Community Return by the Courts, the Probation Service and the Irish Prison Service for specified hours
- To instruct and guide offenders in relation to the work to be completed, responding to individual needs and learning styles
- To be accountable for, record and report on offender's attendance on a daily basis
- To work as part of cross grade teams to develop opportunities for community service sites and projects including sourcing sites, developing contacts and engaging with relevant networks and organisations
- Assess and manage work site, in accordance with Probation Service guidelines including Health & Safety standards

## Essential Entry Requirements for the position of Community Service Supervisor:

- Safe Pass qualification
- Experience of working in Trade / D.I.Y skills area
- Good communication skills, written and verbal
- Previous experience in positions of responsibility
- Full clean Driving Licence
- IT Skills - use of email, smartphone and table

## Desirable Requirements

- D1/D1E Driving Licence\*
- Evidence of working effectively with offenders in related area
- Ability to motivate and support persons in the workplace
- Knowledge of Health and Safety principles and practice
- Knowledge of basic First Aid
- Evidence of organisational / administrative abilities

\* For successful applicants who do not have a D1/D1E Licence, you may be required as part of your work to undertake the relevant qualification.

## Personal Characteristics

- Effective inter-personal skills with the ability to supervise offenders positively and constructively, while maintaining discipline and problem solving on site as required
- An understanding of and ability to work within framework of equality of opportunity, anti- discriminatory practice and managing diversity
- Ability to maintain confidentiality and work with offenders within appropriate professional boundaries

## Conditions of Service

The role of Community Service Supervisor is a permanent non-established position classed as a State Industrial Employee. There will be a probationary period of 12 months on appointment. The PPC pay scale (full time) for this post is at present as follows:

€769.22 €786.05 €848.45 €852.61 €856.75 €860.89 €865.01 €869.66 €873.30 €877.46  
€881.60 NMAX

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC). A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Salary will be adjusted on a pro rata basis where a reduced work pattern applies.

A flexibility allowance equivalent to 2.5 hours per week is payable to staff on any week in which 3 days or more are worked and a supplement of 1.5 hours for any week in which less than 3 days are worked to compensate for working non-standard hours.

Annual Leave for full time State Industrials is standardised at 25 days inclusive of Good Friday.

### **Selection Method**

A short-listing process may be needed to select those to be invited for interview. In making this assessment, **candidates who do not meet the essential entry requirements set out on pages 2-3, will be eliminated at this stage.** Depending on the volume of applications received, a further shortlisting process may take place.

### **Interview**

Interviews for selected candidates will take place, in person, in The Probation Service HQ in Haymarket, Smithfield, Dublin 7, D07WT27, or online. Notification of interview will issue to the email address provided by applicant.

The interview board will use the following criteria to select successful applicants –

<b>ATTRIBUTE</b>	<b>MAXIMUM MARK</b>
Knowledge relevant to the post (e.g. Community Service/Return, Probation Service, Offenders, addiction issues)	7
Relevant work experience and value derived from same (e.g. experience in positions of responsibility)	7
Effective interpersonal and communication skills (e.g. teamwork, personal presentation)	7
Total Marks Available	21

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 resided. However should your application for the competition be unsuccessful this form will be destroyed. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of 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**. Clearance must be dated after the date you left the country.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

**It is your responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.**

### **Applications**

#### **How to Apply**

Please submit a current CV (of not more than 2 pages) and a cover letter of no more than 1 page to [psrecruit@probation.ie](mailto:psrecruit@probation.ie) outlining your experience relevant to the role. The email should be entitled CSS – candidates name.

**Closing Date for Applications is 5pm, Wednesday, 17 April**

### **General Queries**

For general queries please contact HR Unit at [psrecruit@probation.ie](mailto:psrecruit@probation.ie) or 01 8173600.

### **Eligibility to compete and certain restrictions on eligibility European Economic Area Nationals**

#### **Citizenship Requirements**

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and

- Norway; or
- (b) A citizen of the United Kingdom (UK); or
  - (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
  - (d) A non-EEA who has a stamp 4 visa; or
  - (e) 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
  - (f) 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 the UK or Switzerland and has a stamp 4 visa.

## **General Data Protection Regulations (GDPR)**

In line with General Data Protection Regulations (GDPR), the Department of Justice 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 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.

## **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](http://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 the same as the age of eligibility for the State Pension, currently 66.
- 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 60<sup>th</sup> 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](#) or upon request to PAS.

### **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 (Single Scheme 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**

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

**Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

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).