

Candidate Information Booklet

PLEASE READ CAREFULLY

Job Title & Grade	Assistant Unit Manager
Closing Date	12 February 2026
Location of Post	Oberstown Children Detention Campus

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

Oberstown Children Detention Campus

Company background

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

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

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

More information on Oberstown Children Detention Campus is available at www.oberstown.com.

Job Title and Grade	Assistant Unit Manager
Competition reference	C10
Closing Date	Thursday 12 February 2026 @ 5pm
Location of Post	Oberstown Children Detention Campus
Employer	The person appointed will be employed by the Board of Management of Oberstown Children Detention Campus.
Reporting relationship	The person appointed to the position of Assistant Unit-based manager will work with and be accountable to the Unit Manager
Purpose of the Post	This is a hands on supervisory role that will support the Unit Manager in providing leadership, management and development of an effective residential social care worker team in order to provide the best possible care for our young people (YP). Operating within the Children's Rights Policy Framework, you will have responsibility for everyday-auditable of the unit for the purpose of HIQA (and other relevant bodies) inspections, ensuring compliance with all processes, policies, procedures and that Oberstown standards are consistent with the best model of detention for young people to support them maximising their potential

Principal Duties and Responsibilities

Operations

Key Areas of Responsibility:

- Support the Unit Manager to deliver effective day to day operations of the unit
- Deputise for the Unit Manager as agreed and when required and always keep the Unit Manager informed on significant issues
- Ensure that the unit is everyday-auditable for the purposes of HIQA unannounced and announced inspections on campus
- Participate and attend a range of meetings as required
- Assist and direct the planning of and co-ordination of unit shifts and monitor/intervene as appropriate

Care

Key Areas of Responsibility:

- Support the Unit Manager to ensure that policies/procedures are communicated effectively to staff and young people through providing regular briefings and updates
- Adhere to all legal obligations including 'Children First Act 2015' (Mandatory Reporting) children protection and welfare concerns
- Ensure strict adherence to policies, procedures and relevant legislation at all times and co-operate with any inspection/audit process
- Ensuring that health, safety, welfare and security on the units is paramount
- Ensure that young people's and staff personal property is stored safely at all times (Decanting)
- Support Unit Manager to oversee and lead the case management system on the unit and ensure the accuracy of data and record keeping
- Working with the Unit Manager to ensure documentation and records are kept up to date in line with policies and procedures
- Responsible for ensuring total confidentiality of personal information relating to young people, their families and staff. Ensure such information is treated in a confidential and professional manner at all times in line with Data Protection and GDPR guidelines
- Ensure that a very high standard of hygiene, cleanliness and tidiness is maintained within the unit and that furniture, fittings and equipment are cared for at all times
- Produce and contribute to a wide range of reports as required. Ensure all reports or agreed plans are completed in a timely fashion and available for inspection at all times, follow up to ensure this happens as appropriate
- Responsible for ensuring that a detailed handover is given to a designated colleague at the end of each shift, and when on leave
- On a personal level, ensure that you continuously develop and engage in regular continuous professional development initiatives
- Ensure that you stay informed in relation to the implementation of the Oberstown strategy and annual plans and be clear on your role in their implementation and delivery
- Support the Unit Manager to lead and manage the effective implementation of the Children's Right Policy Framework, take responsibility for the implementation on a consistent basis within the designated unit

- Promote a holistic approach across the campus, through working with internal services and external agencies to ensure that the complex needs of young people in Oberstown are met including but not limited to ACTS, FCAMHS, Oberstown School, medical team etc
- Fostering positive relationships with Oberstown Campus School and management team
- Working collaboratively with Programme Team and keyworkers to ensure that young people have access to relevant programmes and recreational activities
- Ensure awareness and knowledge of service providers working with Oberstown and make referrals as appropriate
- Ensure the best supports and services are provided to young people during their detention
- Take day to day responsibility for ensuring that staff provide excellent care to the young people in detention, safeguarding the rights of the young people at all times, under the responsibilities assigned to Oberstown under the 'Children's Act 2001' and 'Children's First Act 2015'
- Take day to day responsibility for the monitoring, recording and reporting of single separation trends in the unit on a weekly/ monthly basis as required in line with the 'Single Separation Policy' and associated procedures
- In line with CEHOP ensure the delivery of quality placement planning meetings, including the provision of quality key-working sessions
- Manage, plan, record and document all off-campus movement of young people and staff relevant to the unit ensuring minimal impact to the operations on the campus
- Implement admission and discharge procedures for the young people
- Report and record all incidents/accidents/assaults to Health and Safety, in line with the Incident/Accident/Assault Policy. Ensure all relevant documentation is completed, signed off and forwarded to the relevant personnel

People

Key Areas of Responsibility:

- Role model the Oberstown values, vision and purpose. Demonstrate this through your practice, interactions with Young People and the Care Team alike
- Role model high performance
- Co-manage the residential social care team effectively and appropriately and take full responsibility for delegated areas of duty
- Take primary role in the introduction and implementation of Performance Management in your unit, working closely with HR and the Unit Manager
- Pro-actively ensure that staff receive training to carry out their role effectively and fully understand all campus policies/procedures
- Follow up on non-compliance of training requirements
- Work with Unit Manager to ensure staff have a clear understanding of their roles and responsibilities through regular supervision, team meetings, probation reviews and performance management processes all of which have been recorded
- Working in conjunction with the Unit Manager to ensure all under performance is identified and managed in a timely and constructive manner
- Support the manager in leading the development and promotion of a professional social care team through providing guidance and development opportunities for staff

- Lead by example, motivate and encourage others, build team commitment
- Co-facilitate the weekly team meetings
- Working with the Unit Manager to ensure the planning and management of staff rosters (through Softworks), within agreed framework. Ensure pre-planning of annual leave/planned leave. Ensure alterations are made in the event of absences to ensure full cover in line HR policies
- Ensure administrative duties are completed in a timely manner – including payroll timesheets, accurate recording on Softworks, notifying HR of holiday/sick leave, completing return to work interviews etc
- Follow up on all anomalies regarding same

Finance

Key Areas of Responsibility:

- Day to day management of inventories within the designated unit
- Ensure effective management of the young people's pocket money, accounts and for all monies belonging to the unit. Follow up anomalies
- Co-manage the children accounts, manage unit budgets and for the overall unit expenditure

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

For any queries or more information on this role, please contact the HR department at recruitmentmail@oberstown.com

Eligibility Criteria Qualifications and/ or experience

Essential Criteria

- Hold a relevant third-level qualification at Level 7 or higher on the National Framework of Qualifications (NFQ).
- Registered with CORU or be eligible for registration and able to obtain registration prior to appointment.
- Maintain current ("live") annual registration on the Social Care Worker Register maintained by the Social Care Workers Registration Board at CORU for the duration of employment.
- A minimum of three (3) years' experience working directly with young people and/or adults who present with challenging behaviour.
- Demonstrable experience leading and/or managing people (including informal supervision, shift-leading, or mentoring).

Desirable Criteria

- A minimum of 4 years' experience in working directly with young people and / or vulnerable adults who present with challenging behaviour

- Must possess appropriate ICT Skills, e.g. proficiency in Word, Excel, e-mail etc.
- Knowledge of relevant Irish legislation and policy in relation to the detention and care of young people
- A knowledge and understanding of relevant legislation and policy in relation to the detention and care of young people.

Competencies

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

Professional Knowledge & Experience

- Experience in the creation of professional documents and presentations thereby demonstrating proficiency in the use of MS Office skills to include, Word, Excel, PowerPoint, Softworks and Case Management System
- The ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy office
- Excellent numeracy/literacy skills

Planning & Managing Resources

- Excellent planning and organisational skills including using computer technology effectively
- The ability to manage deadlines and effectively handle multiple tasks
- The ability to manage within allocated resources and a capacity to respond to changes in a fast paced, changing environment.

Commitment to a Quality Service

- Great attention to detail and high levels of accuracy
- Awareness and appreciation of the young person's needs
- A commitment to maintaining high work standards
- A commitment to providing a quality service for every young person
- Strives to perform at a high level, investing significant energy to achieve agreed objectives and take ownership for their role in working towards the organisation's strategic plan
- To be resilient in the face of challenging circumstances and high demands
- To be personally trustworthy and can be relied upon
- Embrace the view that young people are at the heart of all services provided
- The ability to uphold high standards of honesty, ethics, integrity and responsibility

Evaluating Information, Problem Solving & Decision Making

- Flexibility, problem solving and initiative skills including the ability to adapt to change

- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate
- Is familiar with and understands their role in the implementation of the Oberstown Strategic Plan
- The ability to make sound decisions with a well-reasoned rationale and stand by these, and can determine when appropriate to escalate to a higher level of management
- The ability to gather and analyse information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
- The ability to take account of any broader issues and related implications when making decisions
- The use of previous knowledge and experience in order to guide decisions
- The ability to put forward solutions to address problems

Communications & Interpersonal Skills

- Understands and role models the vision, purpose and values of Oberstown through their everyday actions and interactions
- Good communication and interpersonal skills including the ability to present information in a clear and concise manner
- Strong written communication skills
- The ability to respect and maintain composure when dealing with staff members
- The ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining respectful and dignified
- The ability to listen to others and invite feedback, dealing with information in a constructive way
- The ability to influence others by actively listening and clearly expressing their position
- The ability to produce written correspondence/reports in a clear and concise manner

Teamwork

- Can create a good esprit de Corp within the team and works hard to keep a good team spirit
- Develop strong team building skills and develop team and individuals
- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders
- The ability to share information and knowledge, as appropriate
- The ability to work independently on own initiative and as part of a team
- The capacity for management responsibility and initiative
- To possess strong team leadership and management skills

Leadership & Management Skills

- The ability to lead, coach, develop and motivate teams and individuals
- The ability to manage and implement change initiatives and reform efficiently and effectively
- The ability to lead a team, through setting high standards, tackling any performance problems & facilitating high performance
- Facilitate an open exchange of ideas and fosters and atmosphere of open communication

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

Communication

Candidates must have a good command of the English language.

Principal Conditions of Service

General

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

Salary

The current salary for the position (effective 1 August 2025) is as follows:

Personal pension contribution (PPC) rate: The salary scale for the post as of 1 August 2025 is:

Point 1 €65,740 to Point 12 € 78,295

Secure Unit Allowance of €2702 pro rata.

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

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

Important notes relating to salary:

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

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

Tenure and Probation

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

The individual must serve a probationary period of 9 months.

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

Location

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

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less 39 hours per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time. This role is based over seven days on a roster basis.

Annual Leave

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

Sick Leave

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

Superannuation and Retirement

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

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

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

IMPORTANT NOTICE

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

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

Eligibility

Citizenship

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

Certain Restrictions on Eligibility

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

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

Incentivised Scheme for Early Retirement (ISER):

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

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

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

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

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

Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants

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

Declaration

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

Additional Conditions of Service

Pension Accrual

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

Pension Abatement

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

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

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

Ill-Health-Retirement

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

The Selection Process

For any queries or more information on this role please contact the HR department at recruitmentmail@oberstown.com or call 01 852 6433.

How to apply

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- (Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.)

In order to apply for the post of **Assistant Unit Manager** please forward the above requested information via email to recruitmentmail@oberstown.com before **12 February 2026 at 5pm**.

Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

Incomplete or late applications will not be accepted.

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- a competitive interview which may include a presentation.

Please Note

We endeavour to give as much notice as possible for interview dates etc.; candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus.

Shortlisting

The number of applications received for a position generally exceed that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Oberstown Children Detention Campus may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Oberstown Children Detention Campus provide for the employment of a shortlisting process to select a group who, based on an examination of the applications, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the applications against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable

criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

References

Candidates who are successful at interview will be requested to provide details of three referees. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Security Clearances

Appointments will be subject to successful Garda vetting of the candidate. Garda vetting will be sought in respect of individuals who come under consideration for appointment.

Candidates who have lived outside this jurisdiction should obtain documentary evidence of the results of a criminal record check through the relevant authorities in those countries where they have resided. Candidates who have lived outside this jurisdiction will also be required to make or swear a declaration that they have no previous convictions in any jurisdiction. Failure to supply this information may jeopardise or delay the offer of employment.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Deeming of candidature to be withdrawn

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

Candidates' Obligations

A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

GDPR Privacy Statement- Recruitment Process

Purpose of Processing

Oberstown Children Detention Campus conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, cover letter and complete the competency questions form for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract.
- Compliance with legal obligation (Terms of Employment Information Act).

Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
HR (internal)	Storing job applications, acknowledging responses and corresponding with applicants
HR (external Service provider)	If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process
Interview Panel	The Interview Panel will receive your CV, Cover Letter and Competency Based questions to conduct shortlisting and assessing applicants
Referees	Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference.
Occupational Health Practitioner	We will use your personal details to refer you to the Occupational Health practitioner if considered for appointment

Details of Data Transfers Outside the EU

This does not apply to this process.

Automated Decision Making

This does not apply to this process.

Retention Period for Data

For unsuccessful candidates, CV, cover Letter, competency based questions and correspondence shall be retained for 12 months. For successful candidates, their CV, cover Letter, competency based questions will be placed on their employee file and retained during their employment and for an appropriate period thereafter.

Your GDPR Rights in Relation to this Process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferable format, at any time
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

The Organisation holds personal data about you which is subject to the Data Protection Act, 2018 and the General Data Protection Regulations 2018 (GDPR). Under the Act and the Regulations it is necessary for the performance of this contract to provide Oberstown with personal and sensitive personal information for the purposes of the administration and management of your employment and/or Oberstown's operations. This personal data may be processed manually or electronically as required. You are also required to abide to the provisions of the Data Protection Act 2018 and the GDPR 2018 and any regulations made thereunder or amending or superseding legislation in respect of computerised or manual records relating to personal data.

Oberstown Privacy Notice can be accessed on <https://www.oberstown.com/privacy-policy/> for your further information.