



**CANDIDATES INFORMATION BOOKLET
PLEASE READ CAREFULLY**

Operations Senior Manager – Care

Oberstown Children Detention Campus
Department Of Children, Equality, Disability, Integration and Youth

**CLOSING DATE: 19th August 2024
Late applications will not be accepted**

The 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.

Oberstown falls under the aegis of the Children Detention Schools Unit in the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) – formerly the Department of Children and Youth Affairs. Oberstown operates under a single Board of Management, which is appointed by the Minister for Children, Equality, Disability, Integration and Youth.

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

Operations Senior Manager – Care in the Oberstown Children Detention Campus

Job Title and Grade: Operations Senior Manager – Care, Grade VIII

Competition Reference: C11 OPSCARE 2024

Closing Date: Monday 19th August 2024 at 3pm Oberstown,

Location of Post: Lusk, Co Dublin

Employer

The person appointed will be employed by the Board of Management of the Oberstown Children Detention Campus.

Reporting Relationship

The person appointed to this position will report to the Deputy Director.

The Purpose of the Post

The Operations Senior Manager - Care will be a part of the senior operations management team for the campus. This role holder will work collaboratively and seamlessly with the Senior Operations Manager – Services and Integration for Young People.

Living the Oberstown values, The Operations Senior Manager - Care must have the energy, passion and ambition to ensure that Oberstown provides the highest possible International standards of care for young people. In this role, the post holder will also be required to continue to develop the people, the processes, procedures and capability across the campus to help meet the best international standards in the delivery of care on the campus.

In order to deliver a care model, through the CEHOP framework, that strives to uphold the very best standards for young people in detention, the Operations Senior Manager - Care will be responsible for the management, leadership and development of a cohesive, focused and effective group of Unit and Site Managers in the delivery of high quality services. The Operations Senior Manager - Care will ensure that the policies, programmes, standards and methods applicable to the delivery of services within the units are consistent with best practice, improved outcomes for young people through external regulatory requirements, which are subject to ongoing review and improvement.

Possessing the energy, passion and enthusiasm of a dynamic leader, the Operation Senior Manager-Care, will have direct line management of Unit and Site Managers and will be responsible for supporting Unit and Site Managers to grow their leadership capability, to identify practical solutions to complex and diverse issues, in order to implement best practices at all levels of the organisation. Ensuring that the frontline teams are ready for 'everyday auditability' will be a key function of this role. This will require a continuous focus on standards and regular recording/reporting of these standards to the Senior Leadership team and Board of Management. The post holder will work collaboratively with the Senior Leadership Team to develop, implement, maintain and enhance the organisation's performance management systems, guidelines and practices to help align colleagues

with the strategic goals of the organisation, providing coaching and assistance as required in line with best practice performance management.

The Operations Senior Manager - Care will work support, supervise, develop and empower staff across the units in developing and implementing restorative work practices in a challenging environment. Oberstown has launched its strategy for 2022 – 2026 with some clear and ambitious objectives within the care area and with considerable focus on quality assurance. Oberstown is now seeking to fill this post in order to deliver on key elements of the strategy.

Principal Duties and Responsibilities:

Accountability for a designated department(s) of the Campus as assigned by the Director & Deputy Director, which may include:

- Provide visible, day to day leadership and direction on a busy campus ensuring that we are constantly striving for better and leading positively by example and through our values.
- Seek, develop and implement better solutions through a continuous improvement approach that inspires other to develop and learn.
- Ensure that the units collectively move toward and maintenance of a readiness for audits at any time. An 'everyday auditability' of the units will need to be an embedded and lived experience in the units.
- Drive continuous and real improvement in the processes and procedures to ensure **optimal operational management** on a daily basis. Ensure, through the unit and site managers, that the frontline care staff are sufficiently equipped and fit for purpose at all times.
- Maintains budgetary responsibility and accountability for ensuring that the delegated services of the post operate within the agreed budgetary levels and maintains expenditure control within agreed limits ensuring compliance with all financial regulation.
- Strive towards 100% compliance with all of our rules and look at new requirements in a proactive way.
- Within the care area, drive the provision of quality assurance for record keeping and report writing in relation to young people. This will involve regular auditing of our CMS system to ensure quality input and reporting.
- Provide monitoring, oversight and leadership in the area of restrictive practice; ensuring best practice and adherence to procedures as set out by the Children's Rights Policy Framework.
- Work with HR to ensure a workforce planning and Talent strategy approach to resourcing the units. This will include an annual recruitment plan.
- Within operations, ensure systems of staff cover are applied in line with standard norms and budgetary requirements.
- Develop systems in conjunction with Unit/Site Managers that provide quality assurance regarding the delivery of excellence to our young people.
- Ensure that recommendations falling out of care audits and inspections are actioned and implemented.
- Support Deputy Director in the implementation and delivery of the Oberstown strategic plan by engaging colleagues and professionals to ensure strategic objectives are implemented in line with the organisation's mission, vision and values.

- Support Unit & Site Managers in designing and implementing quality control measures in your area of responsibility.
- Work with Unit and Site Managers and other professionals to identify practical and child-centred solutions to complex and diverse issues of young people and the organisation.
- Working collaborative with the CPO and HR Team, Implement, maintain and enhance the organisation's performance management systems, guidelines and practices to help align colleagues with the strategic goals of the organisation, providing coaching and assistance as required in line with best practice performance management.
- Work in partnership with colleagues and other professionals to meet the holistic needs of the young people in line with the CEHOP Model of Care and the Children's Rights Policy Framework and Rules.
- Ensure the development of relationships and communications within internal and external stakeholders to optimise the potential for effective and efficient service delivery.
- Work in partnership with in-service therapeutic services to develop service provision to meet the holistic needs of the young people in line with the CEHOP Model of Care and the Children's Rights Policy Framework and Rules.
- Ensure that the policies, programmes and standards as set out in the Children's Rights Policy Framework and Rules are applicable to the delivery of services consistent with best practice, improved outcomes for young people through external regulatory requirements, which are subject to ongoing review and improvement.
- Accountable for ensuring consistency across your areas of responsibility in adherence to CEHOP framework and CRPF.
- Plan and manage resources allocated with a focus on ensuring financial and resource allocation an outputs are consistent with needs and objectives.
- Work with colleagues to streamline workflows and maximise the sharing of information so as to ensure a child-centred approach with appropriate resource allocation.
- Work collaboratively with the L&D function to ensure that training and development is planned and executed as per plan
- Support the development of an implementation plan for mapping Children's Rights Policy Framework into campus systems in designated area of responsibility.
- To develop strong positive internal relationships in a developing performance management environment
- Managing staff resources in line with agreed resource allocation
- Discharge the application of all policies and procedures relevant to the workforce
- Direct staff in the discharge of duties and assume short term operational control where exigencies require
- Develop plans and implement decision making frameworks for exigencies
- Attend and chair meetings as required in your area of responsibility.
- Hold a 'whole campus view' and not to hold 'own area of responsibility' focus.

Standards, Policies, Procedures & Legislation:

- Contribute to the development of policies and procedures for young people with regard to designated area of responsibility.

- Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
- Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met
- Maintain own knowledge of relevant regulations and legislation e.g., Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc.
- Promotes an integrated management approach to ensure good governance and accountability in line with best practice and policy
- Determine policy, quality, performance and risk with appropriate responses within the operational systems
- Ensure compliance with legislation, national standards and external regulatory requirements as they relate to Oberstown
- Review and ensure implementation of improvement and corrective actions arising from regulatory assessments of Oberstown
- Maintain a broad knowledge of policies and procedures of the organisation.
- Pursue continuous professional development in order to develop management expertise and professional knowledge.
- Develop an in-depth knowledge of the workings and standards of the Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role.
- Hold responsibility for compliance against policy/audits (CEHOP/ CRPF/ HIQA) in designated area of responsibility to ascertain if current practice meets best standards and oversee actions taken to improve practice and service delivery.

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.

Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

The above is not intended to be a comprehensive list of all duties 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.

Eligibility Criteria

Applicants must by the closing date of application have the following:

Essential Qualifications:

A level 8 degree in a relevant discipline e.g. Social Care, Youth Work and Community etc.
Be eligible for CORU registration.

Essential Experience:

Have at least 5 years' experience in a leadership or management role with a proven track record in delivering high level quality care, preferably to vulnerable young people with complex needs
The Ideal candidate shall demonstrate the ability to deliver on the following competencies;

Professional Knowledge & Experience

Demonstrates:

- An ability to plan and achieve short, medium and long term goals through significant operational control that positively impacts the care of young people.
- A comprehensive understanding of our Mission, Vision and Values
- A knowledge of the Children Act 2001 and national children's/youth justice policy and international standards, with experience of implementing these standards in practice.
- A knowledge of existing structures and procedures in the provision of secure and residential accommodation services for children and young people.
- A proven ability to provide strong leadership, management and direction
- A high level of competence in the management of staff, performance management and budgetary control
- Experience of adequately manage staffing, financial resources, capital infrastructure health and safety and emergency planning
- Experience of strategic planning, implementation and a record of delivery
- A track record of effective change management, quality service delivery and improvement
- Initiative and management skills necessary to lead and foster change
- An understanding of the criminal justice and care systems
- Interpersonal, influencing and networking skills
- Capability to engender commitment to high standards of service provision
- Strong ICT skills including MS Office & MS Excel and use of email.

Managing & Delivering Results (operational excellence)

Demonstrates:

- Demonstrate a resilient, determined and passionate approach to delivery
- Be a creative, positive problem solver with a 'can do' attitude
- Initiates and takes personal responsibility for delivering results and services to ensure the safe and secure operations on the campus
- Balances strategy and operational detail to meet campus needs
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus
- Makes optimum use of resources and implements performance measures to deliver on objectives
- Ensures the optimal use of ICT and new delivery models
- Critically reviews projects and activities to ensure their effectiveness and that they meet campus requirements
- Instils the importance of efficiencies, value for money and meeting governance requirements
- Ensures team are focused and act on campus plans and priorities, even when faced with pressure

Leadership, Direction and Team working skills

Demonstrates:

- Be a visible, energetic and enthusiastic leader that inspires other to continuously learn and improve.
- Seeks innovative, thought provoking and creative solutions through great team working.
- Has a strong future focused approach and vision for the campus and moves continuously in line with our strategic goals.
- Fosters a culture of collaboration and team working and sets up proactive and delivery focused teams.
- Effective leadership in a challenging and busy environment including a track record of the delivery of measurable improvements through key initiatives.
- Ability to support, supervise, develop and empower staff in changing work practices in a challenging environment within existing resources.
- Evidence of being a positive agent of change and performance improvement.
- Ability to work with multi-disciplinary team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives.
- Flexibility and adaptability to meet the requirements of the role.

Critical Analysis, Problem Solving & Decision Making

Demonstrates:

- The ability to demonstrate previous experience of decision making on the basis that the best interests of the child are protected and that the voice of the child is heard and taken into account in decisions made.
- The ability to demonstrate a clear decision-making framework and considers the impact of decisions before taking action.
- The ability to evaluate complex information/challenging situations from a variety of sources and make effective decisions.
- Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams.
- The ability to consider the range of options available, involve other parties at the appropriate time and level, to make balanced and timely decisions.
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well-informed decisions, understanding their impact and implications

Building & Maintaining Relationships

Demonstrates:

- A track record demonstrating commitment to children and young people, especially those with experience of disadvantage, trauma and/or offending behaviour.
- Excellent interpersonal and communication skills to facilitate work with a wide range of individuals and groups.
- The ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementations.
- A track record of building and maintaining key internal and external relationships in achieving organisational goals.
- An ability to influence and negotiate effectively in furthering the objectives of the role.
- Effective conflict management skills.

Communication skills

Demonstrate:

- Visible, personable and resilient approach to all communications
- Speaks and writes in a clear, articulate and impactful manner
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
- Works effectively, recognising & managing tensions arising from different stakeholders perspectives.
- Proactively engages with colleagues at all levels of the organisation and across other Departments/ Organisations and builds strong professional networks
- The ability to present information clearly, concisely and confidently when speaking and in writing, tailoring to meet the needs of the audience.
- Excellent written communication skills including the ability to produce professional reports.

Commitment to a Quality Service

Demonstrate:

- A core belief in and passion for the rights and interests of young people and the continued delivery of safe and secure services on the campus.
- Resilience, maintaining composure including in adverse or challenging situations
- Promotion of a culture that fosters the highest standards of ethics and integrity
- An ability to cope with competing demands without a diminution in performance
- Places strong emphasis on achieving high standards of excellence.

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

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

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 1st June 2024) is as follows:

Personal pension contribution (PPC) rate:

Grade VIII Salary Scale €79,057- €95,350

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 6th 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 6th 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 Detention Campus is currently based 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.

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

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. 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 Application and Selection Process

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.
- Completion of the **competency questions form** (available to download from www.oberstown.com)

Applicants should send a CV, cover letter and a competency based application form to RecruitmentMail@oberstown.com by the **19th August 2024** at 3pm.

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.

Selection Process:

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- a competitive preliminary interview.
- completion of an online questionnaire(s).
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- 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 application forms, 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 application forms 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.

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/transferrable 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.

