

**CANDIDATES' INFORMATION BOOKLET  
PLEASE READ CAREFULLY**

**The Pensions Authority is an equal opportunities employer**

**Head of Legal - Principal Officer  
The Pensions Authority**

Title:	Head of Legal
Level:	Principal Officer (Standard Scale)
Employer:	The Pensions Authority
Salary:	€85,823
Post:	One full time post  The Authority may choose to establish a panel as part of this recruitment process from which any future permanent or temporary PO posts in the Legal Unit may be filled.
Tenure:	Permanent (subject to satisfactory completion of probation)
Email:	<a href="mailto:careers@pensionsauthority.ie">careers@pensionsauthority.ie</a>
Closing date and time:	<b>12 noon on Friday, 28 June 2019</b>

## **The Pensions Authority**

The Pensions Authority (the Authority) is a statutory body set up under the Pensions Act, 1990 as amended (the Act). The Authority regulates occupational pension schemes; trust RACs and Personal Retirement Savings Accounts (PRSAs) in Ireland. The Pensions Authority's mission is to:

1. foster public confidence in pensions by regulating pension schemes and PRSAs effectively and efficiently.
2. support pension scheme trustees and the public through providing guidance and information.
3. provide expert advice to the Minister for Social Protection to help inform policy development.

The Authority supervises 160,000 occupational pension schemes with over 900,000 private and public sector pension scheme members and 230,000 Personal Retirement Savings Accounts (PRSAs) contributors: together these comprise over €100 billion of retirement savings.

## **The Role of Head of Legal**

The Head of Legal will be appointed at the level of Principal Officer and will report directly to the Pensions Regulator.

The Head of Legal must be a qualified solicitor or barrister with at least six years relevant post qualification legal and managerial experience.

In addition to being responsible for the provision of legal advice and legal services to the organisation, the Head of Legal is a member of the Senior Management Team and in that capacity will be responsible for contributing at a senior level to the fulfilment of the Authority's strategic objectives and the implementation of risk based prudential supervision in accordance with Directive (EU) 2016/2341 of the European Parliament and of the Council of 14 December 2016 (IORPs II).

### **Responsibilities of the post include:**

- Active participation in the management of the delivery of the Authority's strategy as a member of the Senior Management Team;
- Developing, empowering, motivating and managing a professional team and ensuring a prompt and high quality legal service is provided at all times;
- Identifying and managing legal risk in the context of delivering the Authority's strategic objectives and statutory priorities;
- Providing legal advice on regulatory strategy, regulatory and supervisory policies, investigations, due process and fair procedures;
- Inputting into pensions regulatory legislation and the development of Authority guidance and codes of practice for trustees;

- Managing litigation and representing the Authority in all High court proceedings and appeals;
- Providing legal advice and support to the Pensions Regulator on aspects of the pensions roadmap including proposals for authorisation and consolidation of existing pension scheme numbers;
- Advising the Authority and the Pensions Regulator on the exercise of their statutory powers under the pensions Act;
- Providing general in house legal advice as required, for example, on procurement law, health and safety, employment law, GDPR and data protection;
- Representing the Authority on inter-departmental working groups and EU regulatory committees;
- Managing the FOI function, the determinations functions under the Pensions Act and the internal knowledge programme;
- Ensuring the quality, consistency and value for money of the legal services provided;
- Any tasks as may be assigned from time to time by the Pensions Regulator.

**Essential requirements:**

Applicants must:

- Be qualified to act as a solicitor or barrister and have at least six years post qualification experience which must include significant experience of pensions or financial services or regulatory law;
- Have strong leadership qualities, experience of leading a team and the ability to motivate, inspire and develop the legal team;
- Have strong evidence of project and resource management capability and a record of achieving challenging goals and managing and prioritising multiple work streams;
- Have strong drafting skills;
- Have a minimum 2:1 law degree or equivalent.
- Have a high level of personal drive and resilience;
- Have an ability to work under pressure and meet deadlines;
- Have excellent communication skills;
- Have highly developed judgement and decision making abilities;
- Have strong analytical and strategic thinking capabilities;
- Have excellent interpersonal skills;
- Have high levels of integrity and professionalism;

- Have a commitment to continuous self-learning and development;
- Have a commitment to developing others within the organisation.

**Desirable knowledge or experience:**

- Knowledge of the development and workings of EU law and its application;
- Experience of working in a regulator or in advising regulated entities who are the subject of regulatory investigations, proceedings or sanctions;
- Knowledge of administrative law.

**Application process**

Interested candidates must submit their full career details (curriculum vitae) and a cover letter setting out how they meet the requirements of this position.

Applicants must demonstrate, by reference to specific achievements in their career to date that they possess the qualities, skills and knowledge required for the role of Head of Legal as identified in the 'Essential requirements' section above and the Pensions Authority's Principal Officer competencies. A description of the competencies is set out in **Appendix 1**.

The headings under which the cover letter should be structured as follows (see Appendix 1 for more detail on the competency framework expectations):

- Leadership
- Strategic thinking
- Judgment, decision making and problem solving
- Delivery of results
- Building relationships and communication skills
- Influence and impact
- Specialist knowledge, skills, expertise and self-development

You are required to submit your CV and cover letter by e-mail with the subject title "Head of Legal – your name" to the following address [careers@pensionsauthority.ie](mailto:careers@pensionsauthority.ie). Failure to correctly mark the email subject header may result in a disqualification of entry.

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any correspondence will be through the email address/mobile phone number originally supplied by you.

**Closing date**

The closing date and time for receipt of applications is **12 noon on Friday, 28 June 2019**.

If you do not receive an acknowledgment of receipt of your application within 3 working days of the closing date please contact HR on 01 6131900.

**Applications will strictly not be accepted after the closing time.**

### **Selection process**

Normally the number of applications received for a position exceeds that required to fill the vacancy. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to progress all candidates to the next stage of the selection process, the Authority may decide that a certain number only will be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

The selection process may include:

- Short listing of candidates on the basis of the information provided in the application to reduce the list of candidates for interview. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements of the post
- The selection process may also include:
  - a competitive initial / preliminary interview; and / or
  - a competitive final interview(s); and / or
  - presentations or other exercises by the candidate
- Notification to attend interview will issue at least one week in advance. Candidates will be required to attend interviews at their own expense. It is not possible to alter the allocated interview date or time. Candidates who do not attend for interview when and where required will have no claim for further consideration and their candidature will be deemed to be withdrawn.
- Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.
- Any candidate who supplies false or misleading information in their application may be disqualified.
- We will endeavour to keep candidates informed of the progress of their application at the earliest possible date.

**Candidates should note that canvassing will disqualify and will result in their exclusion from the process.**

### **General conditions of employment**

#### **Pay**

Entry will be at the minimum of the Principal Officer Standard Salary Scale. The salary scale for the position is as follows:

Personal Pension Contribution Pay Scale (for those appointed on or after 6 April 1995):

€85,823, €89,356, €92,862, €96,395, €99,375, €102,465<sup>1</sup>, €105,552<sup>2</sup>

Non-Personal Pension Contribution Pay Scale (for those appointed before 6 April 1995):

€81,661, €85,012, €88,345, €91,705, €94,535, €97,471<sup>1</sup>, €100,402<sup>2</sup>

Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and/or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

#### **Tenure**

In the event of appointment to a position with the Authority the appointee must serve a probationary period, which normally will last for 9 months. If at any time during this period it appears that the appointee would not be suitable for final appointment the probation will be terminated.

#### **Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross or 37 hours net 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. Please note that hours of attendance may be subject to change from time to time in line with Government/local policy and practices.

#### **Annual Leave**

The annual leave allowance for the position of Principal Officer is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five day week and is exclusive of the usual public holidays.

#### **Business Travel**

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

### **Pension Entitlements**

The successful candidate will be offered the appropriate pension terms and conditions as prevailing in the Authority at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Candidates will be notified of which scheme will apply to them, at the time of being offered an appointment.

The Single Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 1 January 2013. From that date onwards, new public servants will be members of the Single Scheme, which will provide CPI-linked defined-benefit pensions based on career-average pay. The Scheme's minimum pension age will be linked to the State Pension age (66 years initially, rising to 67 in 2021 and 68 in 2028). Retirement for most members will be compulsory on reaching age 70. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see: <http://www.per.gov.ie/pensions>.

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### **Note**

Candidates should note that different pay and conditions may apply if, prior to appointment with the Authority, the appointee is/was a serving civil or public servant.

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

## Appendix 1

The competencies for a Principal Officer in the Authority are:

Competency	Typical behavioural indicators
Leadership	<ul style="list-style-type: none"> <li>• Leads, inspires, and motivates team to build and sustain high levels of performance and achievement; addresses performance issues as they arise.</li> <li>• Accountability and responsibility for actions taken.</li> <li>• Supports and encourages innovation and empowerment of staff.</li> <li>• Leads on preparing for and implementing change and reform.</li> <li>• Establishes a culture of learning and development across the organisation, providing ongoing coaching and constructive/supportive feedback.</li> <li>• Develops capability and capacity of staff through effective delegation of projects and tasks.</li> <li>• Challenges ideas and proposed changes constructively in the best interest of the long-term future of the organisation.</li> <li>• Is aware of his/her own strengths/ weaknesses.</li> <li>• Champions the Authority's goals.</li> </ul>
Strategic thinking	<ul style="list-style-type: none"> <li>• Has the ability to formulate and implement policy which delivers the organisations strategic goals</li> <li>• Actively shapes and implements the Authority's strategy and policies.</li> <li>• Establishes, promotes and carries out operational risk and opportunities scanning; implements appropriate risk management and pursues appropriate opportunities.</li> <li>• Facilitates collaboration across units in the organisation; actively and constructively challenges others at senior management level.</li> <li>• Looks at and understands the bigger picture.</li> </ul>
Judgement, decision making and problem solving	<ul style="list-style-type: none"> <li>• Anticipates and responds quickly to developments in the industry/broader environment and takes appropriate action.</li> <li>• Consults and communicates with the Senior Management Team before implementing decisions with major implications for the Authority or its work.</li> <li>• Adopts reasoned, logical and evidence based approach to decision making.</li> <li>• Can present complex issues and provide solutions to the senior management team.</li> <li>• Demonstrates high level drive and initiative.</li> </ul>

Delivery of results	<ul style="list-style-type: none"> <li>• Balances strategic objectives with operational capacity/resources to meet business needs.</li> <li>• Instils the importance of efficiencies, value for money and meeting corporate governance requirements.</li> <li>• Is personally accountable for delivering results/services in own unit and across the Authority, against key performance indicators.</li> <li>• Keeps objectives and plans under review and reallocates resources to manage any changes in focus where required.</li> <li>• Effectively delegates and manages multiple projects ensuring they are delivered on time, within budget and to a high standard.</li> </ul>
Building relationships and communication skills	<ul style="list-style-type: none"> <li>• Speaks and writes in a clear, articulate and impactful manner.</li> <li>• Advances the mandate of the Authority externally through advocacy, leadership and the development of critical relationships.</li> <li>• Actively listens, seeking to understand the perspective and position of others.</li> <li>• Encourages the views and ideas of others through active listening, including encouraging others to bring forward new ideas and initiatives to improve how the Authority operates.</li> </ul>
Influence and impact	<ul style="list-style-type: none"> <li>• Proactively engages with colleagues at all levels of the Authority and builds strong professional networks.</li> <li>• Is resilient and maintains composure and presents a confident and positive demeanour even in adverse or challenging situations.</li> <li>• Works effectively within the public service system, recognising and managing the tensions arising from different stakeholders perspectives and influencing good outcomes.</li> <li>• Exemplifies and promotes a culture within the Authority that fosters the highest standards of ethics and integrity.</li> <li>• Produces papers and presentations on professional/technical or specialised aspects of the role and is recognised as an expert in their field both inside and outside of the Authority.</li> </ul>
Specialist knowledge, skills, expertise and self-development	<ul style="list-style-type: none"> <li>• Actively drives and ensures the sharing and the application of knowledge, best practice and continuous improvement across the Authority.</li> <li>• Develops and maintains skills and expertise across relevant industry and areas.</li> <li>• Keeps up to date with key organisational, national and international policies and economic trends that affect the role of the Authority.</li> <li>• Maintains a strong focus on self-development, seeking ongoing feedback and opportunities for growth of management and technical skills.</li> </ul>