

**CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY**

The Pensions Authority is an equal opportunities employer

Executive Officer opportunities

The Pensions Authority

Title:	Executive Officer (EO)
Employer:	The Pensions Authority
Salary:	€28,739
Level:	Executive Officer (Standard Scale)
Posts:	Various EO positions across the Authority
Tenure:	2 Permanent/1 Temporary (subject to satisfactory completion of probation). The Authority may choose to establish a panel.
Email:	careers@pensionsauthority.ie
Closing date:	Wednesday, 21 June 2017 at 12 noon

The Pensions Authority
Verschoyle House
28-30 Lower Mount Street
Dublin 2
www.pensionsauthority.ie

Introduction

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 has five Units to oversee its work. These are:

- Compliance – manages and oversees the compliance of all regulated entities with the Pensions Act.
- Development – designs and implements changes to the Authority's oversight of regulated entities.
- Legal – provides legal advice and expertise for the organisation.
- Operations – responsible for corporate services and communications.
- Regulatory Intelligence – responsible for all IT and data management.
- Technical – manages enquiries, technical advice and guidance, external relationships.

The role of the Executive Officer

The Executive Officer reports to and supports the Higher Executive Officer/Assistant Principal in pursuit of the operating Unit's stated annual objectives and acts as a link between their area of responsibility and their manager.

The Executive Officer is expected to take ownership of tasks through the effective organisation, allocation and supervision of work; this junior management role is varied and requires the role-holder to be flexible, capable of working to and meeting tight deadlines and committed to delivering quality results.

The general responsibilities of the Executive Officer role include:

- Assisting the Higher Executive Officer to plan, organise and monitor the work of the area and to manage available resources;
- Providing Clerical Officers with on-the-job training and support to deliver on their objectives;
- Carrying out detailed research on matters relevant to the work of the Authority and analysing results;
- Analysing and preparing responses to non-routine issues, queries, correspondence etc.;
- Taking ownership of assigned tasks and prioritising competing tasks in order to ensure that they are completed on time and to a high standard;

- Providing high quality customer service to both internal and external customers and consistently setting a good example to others within the team in relation to same;
- Sharing information, knowledge and experience with colleagues with the purpose of assisting the team/organisation to meet its objectives;
- Contributing to and carrying out project work as/when required;
- Making submissions and recommendations to the relevant unit Higher Executive Officer/Assistant Principal;
- Contributing to new and more effective ways of 'how work is done' and implementing changes to improve efficiency and effectiveness as directed;
- Keeping up-to-date with the practices and procedures of the Authority and developing and maintaining the technical skills and knowledge required to perform effectively in the role;
- Presenting material (written and oral) in a clear, concise, comprehensive and convincing manner;
- Contributing to the development and implementation of management information systems, such as the Authority's PDR;
- Complying with any duties that may be assigned from time to time by the Unit Head or the Pensions Regulator.

Note

The above is a general summary of the Executive Officer duties within the Authority. Successful candidates may be allocated to any of the Authority's five operating units and duties may vary depending on the nature of work carried out by the employing operating unit.

Essential requirements

Suitable candidates must be able to demonstrate:

- relevant supervisory management experience;
- the ability to work well with others and effectively manage staff;
- a proven track record of delivering results
- good project management skills
- good analytical skills and sound judgement
- excellent written and oral communication
- proficient IT skills
- flexibility and openness to change

Desirable skills/experience

- a compliance, policy or regulatory background and/or pensions administration experience would be advantageous.

Application process

Interested candidates must submit an application form demonstrating how they meet the requirements of this position to careers@pensionsauthority.ie

Applicants must demonstrate in the application form, by reference to specific achievements in their career to date that they possess the qualities, skills and knowledge required for the role of Executive Officer as identified in the 'Requirements' and the Pensions Authority competency framework for Executive Officer (set out in Appendix 1).

Interested candidates must submit an application form as provided. Email applications must be marked in the subject heading as 'Executive Officer – your name'. **Failure to do so may result in your application being deemed ineligible.**

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 **Wednesday, 21 June 2017 at 12 noon.**

If you do not receive an acknowledgment of receipt of your application within 3 working days of the closing date please contact careers@pensionsauthority.ie Please note the requirement above relating to the email subject heading.

It is the Authority's policy that 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:

- Shortlisting 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
 - a presentation or other exercise 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, or confirm their attendance for interview if requested, will**

have no claim for further consideration and their candidature will be deemed to be withdrawn. It is expected that interviews will be conducted the week commencing 3 July 2017.

- 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.

Important notes regarding the establishment of and placement on a panel

The Authority may establish a panel of the successful candidates in order of merit. Any panel created will expire after a designated period from its establishment, or when it has been exhausted, whichever is sooner. The Authority may decide that only a certain number will be placed on any such panel. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Candidates not appointed at the expiry of the panel will have no claim to a position thereafter because of having been on the panel.

More detailed information regarding establishment of a panel (if any), duration of any such panel and placement on the panel will be provided to successful candidates.

Please note the Authority reserves the right to contact all available successful candidates in the event that panels are exhausted. The Authority reserves the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. The Authority may modify panel management rules in line with service need during the lifetime of the panel.

If you are placed on a panel, and are subsequently offered an assignment, you must be available to take up the post as offered. Vacancies may need to be filled with immediate effect therefore if you are not contactable, the Authority will immediately move on to the next available candidate. Candidates who wish to be considered for positions which may arise must be available for the full duration of the contract offered. Extended holiday plans during this period may affect your possible assignment.

General conditions of employment

Pay

Entry will be at the minimum (first) point of the Executive Officer (Standard) Scale, which is €28,739 for persons appointed on or after 6 April 1995. The salary scale for the position, as per Circular 08/2017, is as follows:

For persons appointed to the public service after 6 April 1995:

€28,739; €30,712; €31,821; €33,687; €35,360; €36,977; €38,588; €40,166; €41,760;
€43,311; €44,909; €45,967; €47,473^{LSI-1}, €48,975^{LSI-2}

Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years of 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 permanent position with the Authority the appointee must serve a probationary period, which normally will last for eleven 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, on average, to not less than 43 hours and 15 minutes gross or 37 hours net per week. Normal working hours are from 09.00 to 17.30 Monday to Thursday and 09.00 to 17.15 on Friday, including lunch. Evening and weekend work may be required from time to time.

Where extra attendance is necessary, payment or time off in lieu may be allowed in accordance with the normal regulations for the grade. 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 Executive Officer is 23 working days per year, rising to 24 after five years' service at the grade and 25 after 10 years' service at the grade. 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.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009.

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 – Executive Officer competencies

Executive Officer Competencies	
Competency	Typical behavioural indicators
Working with others and staff supervision	<ul style="list-style-type: none"> • Engages with and motivates his/her team (those under his/her supervision) encouraging good performance; monitors the progress of assigned tasks and addresses issues in a timely and constructive manner. • Develops and maintains constructive working relationships with others; proactively shares information, knowledge and experience with others to help the team meet its objectives. • Encourages, listens to and acts on constructive feedback from others to make improvements. • Values and proactively supports the development of his/her team.
Analysis and decision making	<ul style="list-style-type: none"> • Understands the practical implication of information in relation to the broader context in which s/he works e.g. public sector ethos, organisational reputation, procedures, unit and organisational objectives. • Assimilates and deals with varying sources of information, analyses that information and draws accurate conclusions. • Makes balanced and fair recommendations to managers.
Delivery of results	<ul style="list-style-type: none"> • Takes responsibility for planning, organising and delegating work for his/her team (those under his/her supervision); monitors progress against agreed targets and anticipates issues that may arise. • Is purposeful, logical, pragmatic and enthusiastic in approach; takes ownership of tasks/projects (for self and team), prioritises effectively and is determined to deliver on time and to see them through to satisfactory completion. • Keeps his/her manager informed of progress against plans and tasks. • Encourages, supports and acts on new and more effective ways of working. • Generates a range of workable solutions to problems for consideration by his/her manager. • Learns from errors made and develops procedures to minimise these. • Ensures organisational policies and procedures are followed when carrying out tasks and when making decisions understanding their value and the rationale behind them. • Responds positively to change and new challenges, shows flexibility and embraces new practices to accomplish goals and solve problems. • Prepares for meetings and makes the most effective use of time by focusing on desired outcomes and how to best achieve them.

Executive Officer Competencies

Competency	Typical behavioural indicators
Communication skills	<ul style="list-style-type: none"> • Actively listens and seeks to understand the views of others; adapts his/her communication approach to suit the needs of a situation/audience. • Is respectful, courteous and professional in all communications, remaining composed, even in challenging circumstances and encourages same from the team. • Thinks about the information to be conveyed, organises thoughts and ideas effectively and expresses self in a clear and articulate manner when speaking and in writing. • Ensures correspondence is grammatically correct with no spelling errors.
Drive and commitment	<ul style="list-style-type: none"> • Has a clear understanding of the role, objectives and targets of the unit and the organisation and how they support the service delivered by the unit and organisation and can articulate this. • Is committed to the role, consistently performing at a high level. • Is resilient and perseveres to achieve objectives despite obstacles or setbacks. • Ensures that public service ethos and customer service is at the heart of own work. • Takes the initiative to deal with non-routine issues and to draft responses, make recommendations to management (written and oral) etc. in a clear, concise, comprehensive and convincing manner.
Knowledge, skills and self development	<ul style="list-style-type: none"> • Actively develops and maintains the skills and expertise required to perform in the role effectively, e.g. acquires pensions/regulation/compliance/legal qualifications, use of relevant technologies, IT systems, awareness of relevant policies etc. • Seeks feedback from colleagues on which to act to improve knowledge and skills. • Supports Clerical Officers in developing their expertise. • Shows a willingness to take on additional work; supports colleagues in busy periods or where resources are stretched.