

**CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY**

The Pensions Authority is an equal opportunities employer

Solicitor/Barrister – Higher Executive Officer

The Pensions Authority

Title: Solicitor/Barrister – Higher Executive Officer

Employer: The Pensions Authority

Salary: €47,552

Level: Higher Executive Officer (Standard Scale)

Posts: One full-time post

There may also be additional permanent or temporary posts at Higher Executive Officer level within the Legal Unit that the Authority may fill from a panel which may be established as part of this recruitment process.

Tenure: Permanent (subject to satisfactory completion of probation)

Email: careers@pensionsauthority.ie

Closing date: **Tuesday, 5 June 2018 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 established under the Pensions Act 1990. The Authority regulates occupational pension schemes; trust RACs and Personal Retirement Savings Accounts (PRSAs). Additionally, the Authority is responsible for advising the Minister for Social Protection on pension matters generally.

The Legal Unit provides numerous essential services to the various operations of the Pensions Authority including:- the management of all prosecution and civil litigation cases; the provision of general legal advice and the provision of specialist regulatory and pensions advice to support the Authority in its regulatory and advisory roles; inputting into the formulation of pensions policy and consequential pensions legislation; developing authoritative guidance and Frequently Asked Questions (FAQs) for regulated entities and trustees and advising the Pensions Regulator and the Authority in relation to the exercise of delegated powers under the Pensions Act.

The role of the Solicitor/Barrister – Higher Executive Officer

We are seeking to recruit a solicitor/barrister to contribute to the delivery of legal services in the Authority. This permanent post will be at the Higher Executive Officer grade within the Authority and will report to the Assistant Principal in Legal. The following list of duties is indicative (but not exhaustive) of the responsibilities and duties which may be expected to be performed in this role.

- Providing legal advice on the Authority's functions and formulating advices and solutions based on the sound application of legal principles in a clear and succinct manner;
- Assisting in the management of any legal or enforcement proceedings involving the Authority;
- Preparing briefs for Counsel for litigation involving the Authority, as appropriate;
- Assisting in relation to the secretarial functions of the Authority including advising on compliance with the Code of Practice for the Governance of State Bodies 2016 and the Authority's statutory obligations;
- Providing in-house legal advice and support across a wide range of areas as generally apply in a public sector body including but not limited to procurement law, data protection law and employment law;
- Acting as freedom of information decision maker for the Authority;
- Providing in-house training on legal issues to include presentations;
- Performing middle-management functions to include providing leadership and motivation of staff, managing staff performance and implementing the Performance Management Development System;
- Representing the Legal Unit on various cross functional project groups as may be required from time to time; and

- Any other duties that may be assigned from time to time by the Head of Legal or the Pensions Regulator.

In addition to the above, candidates must also be able to demonstrate the key competencies identified for effective performance at this level (See Appendix 1)

Essential requirements

The successful candidate must be admitted and enrolled as a solicitor or barrister in the State and have:

- at least a 2.1 law degree or equivalent;
- strong working knowledge of Irish administrative law and/or regulatory law;
- knowledge of criminal procedure and court prosecution process;
- strong project management skills;
- an ability to work independently at a high level while also being a team player;
- the ability to analyse complex legal problems and to formulate clear and pragmatic legal advices and solutions;
- excellent drafting skills;
- proficient IT skills – Excel, PowerPoint, Word etc.

Desirable requirements

Although not essential, it is desirable that applicants have:

- knowledge of pensions law;
- experience of litigation;
- experience working as a member of a legal services team, whether in-house or in practice;
- experience of advising on data protection law, freedom of information law, procurement law and the Protected Disclosures Act, 2014.

Note: In order to be eligible to be considered for this post you must be a qualified solicitor or barrister in the State on or before the closing date, which is Tuesday, 5 June 2018 at 12 noon. Applications will not be considered otherwise.

Application process

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 solicitor/ barrister as identified in the 'Essential requirements' and the Pensions Authority competency framework for Higher Executive Officers. A description of the competencies is set out in **Appendix 1**. While all competencies are tested at interview, we only require you to provide a narrative of the competencies specified in section 6.

The 'Application Form' must be completed and submitted correctly to the specified e-mail address. Incorrectly submitted application forms will not be accepted, so please note the following information carefully:

- The application form is an editable Word document. Upon completion, please save the document as "**Your name.docx**". You will be required to attach it to an e-mail for submission once completed.

Submitting the form:

On completion, you are required to submit the application form by e-mail with the title "Solicitor/Barrister HEO – your name" to the following address careers@pensionsauthority.ie.

Only applications fully completed and submitted online will be accepted into the competition process. Please do not submit a Curriculum Vitae with your application as it will not be considered.

Closing date

Your application must be submitted by email to careers@pensionsauthority.ie on or before **Tuesday, 5 June 2018 at 12 noon. Applications will not be accepted after the closing date or time.** Please note the requirement above relating to the email subject heading.

If you do not receive an acknowledgement of receipt of your application within three working days after the competition closing date, please contact the Human Resources team at careers@pensionsauthority.ie

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 on your application.

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, 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 Higher Executive Officer (Standard) Scale, which is €46,081 for persons appointed on or after 6 April 1995. The salary scale for the position is as follows:

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

€47,552 €48,943 €50,329 €51,716 €53,107 €54,495 €55,882 €57,887¹ €59,887²

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 Higher Executive Officer is 29 working days per year, rising to 30 after five 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 – Higher Executive Officer Competencies

Competency	Typical behavioural indicators
Team management	<ul style="list-style-type: none"> • Has a clear understanding of the roles, objectives and targets of self and team, how they fit into the work of the unit and organisation and can articulate this. • Works with those under their supervision to achieve high performance, by developing clear and realistic objectives, dealing with emerging problems and addressing any performance issues in a constructive manner. • Leads on projects, organises meetings as required, ensuring action points are completed etc. • Leads by example, coaches and supports individuals as required and promotes and ensures adherence to the organisation's policies, procedures and standards. • Promotes a culture of continuous learning and improvement placing high importance on staff development, training and maximising skills and capacity of the team; providing upward feedback to manager in this regard. • Is flexible and willing to adapt, positively contributing to the implementation of change and supporting and assisting others to do so.
Analysis and decision making	<ul style="list-style-type: none"> • Takes account of broader regulatory and organisational issues and uses his/her experience in order to make sound evidence based recommendations/decisions, supporting these with well reasoned rationale. • Takes ownership of his/her recommendations and decisions. • Quickly identifies and advises manager on key operational trends or risks to the delivery of the objectives of the unit. • Uses sound judgment (in relation to priorities and decisions) even in conditions of uncertainty.
Delivery of results	<ul style="list-style-type: none"> • Takes responsibility and is accountable for the delivery of agreed objectives (own and team's) and the day-to-day running of their area of responsibility. • Successfully manages a range of different projects and work activities at the same time. • Is logical and pragmatic in approach, delivering the best possible results with the resources available • Delegates work effectively, providing clear information, advice and evidence as to what is required. • Monitors progress and quality of team's work and applies appropriate systems/ processes to enable quality checking of all activities. • Ensures adequate records and files are kept (own and team's). • Promotes a focus on high quality customer services, for internal and external customers; identifies customers' needs, develops practical solutions to their problems and monitors the effectiveness of these.
Interpersonal and communication skills	<ul style="list-style-type: none"> • Acts as a link between staff and management by balancing organisational perspectives with those of their team.

Competency	Typical behavioural indicators
	<ul style="list-style-type: none"> • Builds and maintains rapport with others through consistency, confidence and an open communication style. • Is able to listen effectively and develop a two-way dialogue quickly. • Is candid and challenges others (internal or external) in appropriate circumstances in the interests of organisational effectiveness. • Probes to get the facts, when others may be reluctant to provide full, detailed information. • Encourages open and constructive discussions around substantive work issues. • Acknowledges others' input and expertise publicly. • Presents complex information clearly, concisely and confidently when speaking and in writing. • Gains support for ideas, proposals, projects etc. by identifying and proposing workable solutions; enlisting experts or third parties to influence others; involving others in decision making processes etc.
Drive and commitment	<ul style="list-style-type: none"> • Consistently performs at a high level to achieve agreed objectives. • Demonstrates resilience in the face of challenging circumstances and high demands. • Ensures that public service ethos and customer service are at the heart of all services provided by self and team members.
Knowledge, skills, expertise and self development	<ul style="list-style-type: none"> • Keeps up-to-date with developments in the sector (public/pensions) in general and the organisation in particular. • Understands the link between unit plans and business strategy. • Has a high level of knowledge, skills and expertise relevant (pensions/regulation/compliance/legal etc.) to his/her area of work. • Is committed to broadening and deepening knowledge, skills and expertise, as appropriate (for self and team) and acquiring relevant qualifications. • Focuses on continuous learning and self-development; seeks feedback and development opportunities.