



2025

Candidate Booklet

Regional Education Officer – Greater Dublin Region

Job title: Regional Education Officer – Greater Dublin Region

Grade: Clerical Officer

Closing date: 5pm, Friday, August 22nd

CONTACT:

All applications can be sent by email: Jobs@watersafety.ie

Website: <https://watersafety.ie>

1. General Information

<i>Summary:</i>	This role will span the Greater Dublin area, covering the counties of Dublin, Wicklow, Meath, and Kildare
<i>Grade:</i>	Clerical Officer
<i>Starting Salary:</i>	<p>The weekly salary scale for this position is as follows: PPC [Personal Pension Contribution] Scale: €590.21 €623.23 €631.62 €647.99 €672.15 €696.26 €720.35 €737.91 €757.82 €780.93 €797.18 €820.07 €842.79 €878.27 €906.13¹ €918.93²</p> <p>¹After 3 years satisfactory service at the maximum ²After 6 years satisfactory service at the maximum</p> <p>Please Note: Entry will be at the minimum of the scale and increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. The rate of remuneration may be adjusted from time to time in line with Government pay policy. PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution).</p>
<i>Pension:</i>	Public Service Pension Scheme
<i>Employing Authority:</i>	Water Safety Ireland
<i>Office Location:</i>	Water Safety Ireland's headquarters is located at The Long Walk, Galway City, Galway, H91F60. The successful candidate's home base will be their home address.
<i>Working Hours:</i>	35 hours per week
<i>Blended / Agile / Remote Working:</i>	Blended: This role is primarily remote, with significant travel required, including outside the designated region when required. The successful candidate will attend a two day in-person induction period at Water Safety Ireland's headquarters and the rest of the induction will be carried out online. Office attendance may be required as business needs arise, to support training and work-related activities.
<i>Annual Leave:</i>	22 days. This allowance is subject to the usual conditions regarding the granting of annual leave and is based on a five-day week and is exclusive of the usual public holidays.
<i>Tenure:</i>	The appointment will be offered for a period of three years. The first year will serve as a probationary period, during which the appointee's performance and suitability for the role will be formally assessed. If, during this time, it becomes evident that the role is not a good fit, the contract may be concluded early. Upon successful completion of this probation period, the appointee will continue under the terms of the remaining contract. At the end of the three-year term, and subject to satisfactory performance, the role may be extended or transitioned to one of indefinite duration
<i>Other Benefits:</i>	<ul style="list-style-type: none"> • Company Vehicle for work related travel. • Professional development and supported learning opportunities • Employee wellbeing initiatives • Team development events
<i>Closing Date:</i>	5pm, Friday August 22 nd 2025

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1 Background

Water Safety Ireland (WSI) is the statutory, voluntary body and registered charity established to promote water safety and reduce drownings in Ireland. We are celebrating 80 years of service in 2025. Our most recent statutory instrument, which establishes the current organizational structure, can be found here: <https://www.irishstatutebook.ie/eli/2019/si/56/made/en/print>.

Water Safety Ireland is seeking a dedicated and enthusiastic Regional Education Officer to join our education team.

This position will cover the Greater Dublin Area region, with the objective of expanding our reach and audience nationwide. However, depending on demand, the education officer may be required to work in other areas as needed to ensure comprehensive coverage and reach everyone effectively.

As a Regional Education Officer, you will play a pivotal role in delivering our water safety and drowning prevention programmes. Your responsibilities will include conducting educational sessions and workshops in early learning centres, schools, colleges, corporate entities and other various public and private organisations within your designated region and online. Occasionally, you may be required to deliver sessions outside of your region if needed. Additionally, you will be expected to host online sessions as required, ensuring a broad and impactful engagement.

Your primary mission will be to ensure that our programmes are effectively delivered, remain relevant, and achieve significant impact, in alignment with Water Safety Ireland's national goals of reducing drownings and enhancing community safety.

You will report directly to the Education Manager, contributing to the overall success of our educational initiatives.

2 Equal Opportunities

WSI is an equal opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where everyone has equal access to opportunity and feels comfortable and confident to be themselves at work. Reasonable Accommodations will be provided, if required, during this process. To discuss and request reasonable accommodations in confidence please contact accessofficer@watersafety.ie.

3 Water Safety Ireland

3.1 Mission, Vision, Values

Our focus is on Public Awareness and Education. Tragically, an average of 116 people still drown in Ireland every year. We strive to reduce these fatalities by changing attitudes and behaviours so that our aquatic environments can be enjoyed by all with confidence and safety. We are striving to change attitudes using three key areas of focus: Education, Promotion and Partnerships.

Our vision is: "A water loving people where safety is second nature"

The values of Water Safety Ireland reflect those of public service in Ireland, underpinned by our mission.

- We uphold the highest standards of honesty, ethics, and integrity; we are impartial in the performance of our duties and maintain high standards of service in all our dealings with the public.
- We take initiative and ownership of our projects and actions.
- We appreciate the value of teamwork; we appreciate that we are being depended on and that we can depend on our colleagues.
- We consistently strive to perform at a high level; we are personally accountable to delivering on our commitments, even when no one is watching.
- We have respect for all people; we give due regard to the beliefs of our colleagues.
- We work together in a spirit of cooperation, understanding and mutual respect.

3.2 Objectives

The 2023-2027 Strategic Development Plan can be found here: <https://watersafety.ie/wp-content/uploads/2023/03/WSI-Strategic-Development-Plan-2023-2027.pdf>

3.3 Stakeholders

Water Safety Ireland falls under the aegis of the Department of Rural and Community Development, (DRCD) and all of our actions are on behalf of the Minister of the DRCD.

Primary Stakeholders are:

- Paid staff: upon the appointment of the Regional Education Officer, WSI will have 23 paid staff in total.
- Council: The Water Safety Ireland Council is the non-executive board of directors for the organisation. This 13-member board is appointed by the minister of the DRCD and oversees the execution of the strategic development plan.
- Water Safety Area Committees: Ireland has been sectioned into thirty Water Safety Area Committees, generally aligned with county boundaries. In addition, separate committees have been established within the Defence Forces and An Garda Síochána. Each water safety area committee works with local aquatic facilities, relevant local authorities, and a variety of stakeholders to promote and implement water safety activities within their area.
- Our Members: Water Safety Ireland members deliver vital training in swimming, lifesaving, basic life support, and rescue skills, while also promoting water safety awareness within local communities.

4. Principal Duties

Reporting to the Education Manager, the Regional Education Officer will play a key role in WSI's education initiatives.

This is a full-time fixed term contract appointment.

The Regional Education Officer will undertake the following functions:

- Assist in developing, coordinating, and delivering WSI Education Programmes, workshops, and camps for schools, colleges, private and public organisations, aquatic facilities, WSI Water Safety Area Committees and any other stakeholders who may want to avail of our programmes whether in-person or online.
- Assist in managing the administration of various programmes.
- Assist in developing and managing e-learning courses to ensure accessible water safety training for all.
- Respond to education queries professionally and promptly, ensuring all relevant stakeholder replies are included.
- Support the upkeep and enhancement of Water Safety Ireland's data collection systems.
- Deliver educational sessions for new members.
- Offer follow-up support to educators, pupils, and aquatic facilities to sustain and develop their programmes.
- Maintain relationships with a diverse range of stakeholders, such as Water Safety Area Committees (WSAC), Local Authority Water Safety Development Officers, Lifesaving Training Centres, Outdoor Adventure Centres, An Garda Síochána, Scouting Ireland, the National Maritime College, Education Centres, Teacher Education Centres, and other relevant partners.
- Support and attend relevant national conferences, exhibitions, and ceremonies.
- Present at relevant conferences, exhibitions, and ceremonies if required.
- Provide administrative support for educational projects from various WSI commissions.
- Assist in promoting Early Years, Primary and Post Primary Water Safety.
- Assist in drafting reports and updates for WSI Management, Board, and relevant Councils as required.
- Attend training as needed, which may be on-site or at alternate locations, in traditional or online formats, and may occur during normal working hours or evenings or weekends.
- Other duties assigned are based on the needs of the organisation.

5. Qualifications and Experience

a. Essential Requirements

- Strong background coaching/instruction/training.
- Strong knowledge/background/passion in water safety.
- Excellent interpersonal, communication, and stakeholder management skills.
- Strong team player, able to collaborate effectively within a team setting.
- Skilled in using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Full clean Irish driving licence.

This role involves working with children, so successful Garda vetting is required.

b. Desirable Requirements

- Capable of delivering high-quality results in a fast-paced, deadline-driven environment, with effective prioritization and escalation.
- Water Activity and/or Safety Certification
- Skilled in developing and maintaining trusting, proactive relationships with all stakeholder groups.
- Proficient in Irish Language
- Deeply committed to the vision and values of WSI.

Please also refer to the **Clerical Officer Competencies in Appendix 1** of this booklet

TRAINING

WSI will cover the costs for relevant additional training and professional development as considered appropriate by management.

6. Eligibility to compete and certain restrictions on eligibility

a. Eligible Candidates must be:

- i. A citizen of the European Economic Area. The EEA (European Economic Area) consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- ii. A citizen of the United Kingdom (UK);
- iii. A citizen of Switzerland pursuant to the agreement between the EU (European Union) and Switzerland on the free movement of persons; or
- iv. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- v. A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State because of family reunification and has a stamp 4 visa or
- vi. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer. Candidates who are not citizens of the aforementioned countries must have the necessary permissions to work in Ireland.

b. 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. 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.

c. 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 12/09 that, retirees under that Scheme are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

d. Department of Education and Skills Early Retirement Scheme for Teachers Circular

It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e., the added years previously granted will not be considered in the calculation of the pension payment).

e. 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. People who availed of either of these schemes are not eligible to compete in this competition.

f. Department of Environment, Community & Local Government

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 Service 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. 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).

g. 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.

It is the responsibility of former public or civil servant candidates to ensure their eligibility to apply. Potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarise themselves with their individual conditions pertaining to public sector re-employment and declare same if applying

7. Principal Conditions of Service

a. Salary

Entry will be at the minimum of the scale and increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution).

CLERICAL OFFICER - PPC

Weekly rate of €590.21 €623.23 €631.62 €647.99 €672.15 €696.26 €720.35 €737.91 €757.82
€780.93 €797.18 €820.07 €842.79 €878.27 €906.13¹ €918.93²

A different rate will 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.

Other pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance, increments may be payable in line with the current Government Policy.

Successful candidates will agree to repay any overpayment of salary, allowances, or expenses in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

b. Annual Leave

The annual leave allowance for the position of Clerical Officer is 22 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil or Public Service, is based on a five-day week and is exclusive of the usual public holidays.

c. Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 35 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 their duties, subject to the limits set in the working time regulations. Should additional hours be required, time in lieu procedures will apply.

d. Place of Work

The Education Officer is a remote role with substantial travel involved. A company vehicle will be provided. Water Safety Ireland's head office is currently located on the Long Walk, Galway City. Your home address will serve as your designated work base. However, from time to time you may be required to attend the head office to meet organisational needs. Please note that the head office may relocate during your contract to meet business requirements. While absent from home and the office on duty, appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil or Public Service regulations.

e. Company Vehicle and Travel

As part of our commitment to supporting the Regional Education Officer, a company vehicle will be provided for work-related use. This benefit may be subject to Benefit-in-Kind (BIK) taxation unless the general exemption criteria are met. Travel expenses incurred during official duties will be reimbursed in accordance with the Public Service travel and subsistence policy.

f. Tenure and Position

The position of Clerical Officer – Regional Education Officer is a full-time role being offered initially on a 3-year fixed term. The provisions of the Unfair Dismissals Acts 1977 – 2007 will not apply to the termination of the contract consisting only of the expiry of the fixed term. The first year will serve as a probationary period, during which the appointee's performance and suitability for the role will be formally assessed. If, during this time, it becomes evident that the role is not a good fit, the contract may be concluded early. Upon successful completion of this probation period, the appointee will continue under the terms of the remaining contract. At the end of the three-year term, and subject to satisfactory performance, the role may be extended or transitioned to one of indefinite duration.

The probationary contract will be for a period of 12 months; this is included and not additional to the specified purpose contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (iii) Are suitable from the point of view of health with regard to sick leave.

g. Suspension of Probation

WSI may suspend the probationary period and, as a result, extend the term of the probationary contract in the following circumstances:

- i. the probationary period will be suspended if the officer is on Maternity or Adoptive leave,
- ii. the probationary period may, at the discretion of the Department, be suspended where the employee is absent on any other form of statutory or non-statutory leave.

Where WSI's ability to assess the officer and/or the officer's ability to demonstrate their suitability for permanent appointment is compromised by the officer's absence on leave, the contract period will be extended by the period of leave taken.

h. Duties

The appointee will be required to perform any duties appropriate to their grade which may be assigned to them. They may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

i. 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 sick leave circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

j. Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the WSI depending on the status of the successful appointee:

In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.

Where the appointee has 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 special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attached to membership of the Single Scheme are as follows:

- (a) Pensionable Age: The minimum age at which pension is currently payable is 66 (this is under review and will rise in line with changes in State Pension age).
- (b) Retirement Age: Scheme members must retire on reaching the age of 70.
- (c) Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are uprated each year by reference to CPI).
- (d) Post retirement pension increases are linked to CPI.
- (e) An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on their substantive grade i.e., the grade at which the individual is employed in their parent organisation.
- (f) An individual who was a member of a "preexisting public service pension scheme" as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or nonnew entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

k. 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 their re-employment that pension will be subject to abatement in accordance with Section 52 of 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 Department/Office 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.

l. Ill Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill health their 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. Applicants will be required to attend an appointed medical professional to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post ill health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

If deemed fit to provide regular and effective service and assigned to a post, their civil service ill health pension ceases.

If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.

- i. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill health retirement from public service:

- ii. Where an individual has retired from a public service body their ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
- iii. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.

- iv. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available upon request.

m. 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 pre-existing public service pension scheme (i.e., non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie.

For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>.

For further information in relation to the pension scheme for Established State Employees, please see the following website: <http://www.cspensions.gov.ie>.

n. Outside Employment

The position is whole time, and the officer may not engage in private practice or be connected with any outside business which would interfere, or be incongruent, with the performance of official duties.

o. Official Secrecy and Integrity

The appointment will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. Successful candidates will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

p. Civil Service Code of Standards and Behaviour

The appointment will be subject to the Civil Service Code of Standards and Behaviour as well as the WSI Conflicts of Interest Policy and Code of Conduct.

q. Political Activity

The appointment will be subject to the rules governing civil servants and politics. Ethics in Public Office Acts 1995 and Standards in Public Office Act 2001. The provisions of these Acts apply, as appropriate, to this position.

r. Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following web site www.circulars.gov.ie.

IMPORTANT NOTICE

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.

How to Apply

Please email your application with a covering letter to be received no later than 5pm, on Friday, August 22nd to jobs@watersafety.ie. Please clearly include the following within the Subject Line e.g.: Application for position – Regional Education Officer – Greater Dublin Region

Applications will not be accepted after the closing date.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: jobs@watersafety.ie

Interviews for this post may be held in person or online.

You are advised to check your Junk/Spam email folders as communication of the recruitment process will be by email to all candidates. You are also advised to check these folders regularly. The onus is on each applicant to ensure that they are in receipt of all communication from WSI. WSI accepts no responsibility for communication not accessed or received from/by an applicant.

Candidates should make themselves available on the date(s) specified by WSI and should make sure that the contact details specified on the application form are correct.

If have any questions about the competition process or about any aspect of the recruitment for this appointment, please email jobs@watersafety.ie.

Please ensure you fulfil the eligibility criteria outlined in Section 6 of this booklet prior to application.

s. Closing date

The closing date & time for receipt of completed applications is 5pm, on Friday, August 22nd.

Selection Process

The selection methods for this competition will comprise several elements to select successful candidates for positions that may arise. These may include the following:

- i. shortlisting of candidates based on the information contained in their application;
- ii. a competitive preliminary interview;
- iii. presentation or other exercises;
- iv. a final competitive interview;
- v. Any other tests or exercises that may be deemed appropriate.

t. Shortlisting

When a position receives more applications than there are available vacancies, it may not be feasible to interview all candidates, even if they meet the basic eligibility requirements. In such cases, WSI may implement a shortlisting process to select a limited number of applicants for interview.

To facilitate this, a panel of experts will be formed to review all submitted applications. Using predetermined criteria aligned with the requirements of the role, the panel will assess each application to identify candidates who appear to be the most suitable. This does not imply that other applicants are unqualified or incapable of performing the job; rather, some individuals may possess qualifications or experience that more closely match the position's needs.

To maximize your chances of being shortlisted, it is in your best interest to provide a detailed and accurate account of your qualifications and experience on the application form. Additionally, certain aspects of the selection process may involve external organizations, necessitating the sharing of your information between WSI and these parties to facilitate the application process.

References

It would be useful to begin to consider names of people who would be suitable referees who would be suitable references and that we might consult (2-3 names and contact details). The referees do not have to include current employer and should be in a position to provide a reference you. Please be assured that we can 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 employment prior to recommendation for appointment.

Eligibility Requirements

Qualifications / Eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will be offered a position for this competition

Please note that given the volume of applications, WSI is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out. WSI reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. for the application. Candidates who come under consideration following the final selection process will be required to provide documentation evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interviews or any element of the selection process is not acceptance of eligibility.

u. Reasonable Accommodation

WSI are committed to equal opportunity for all candidates and will provide reasonable accommodation during the recruitment process and/or in the workplace, where required, in accordance with legislation. Please let us know in advance of your interview if you require reasonable accommodation. To discuss and request reasonable accommodations in confidence please contact AccessOfficer@watersafety.ie by the closing date as set out above.

e. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, the Data Protection Acts 2018 and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by the Agency or employing organisation, are treated in strict confidence, and are not disclosed to anyone outside those directly involved in the selection process.

f. Appointment from panels

At the end of the selection process, a panel(s) of qualified candidates is formed from which vacancies may be filled. This panel may remain in place for up to two years. A panel is a list of qualified candidates ranked in order of merit from the final stage of the selection process. Should a vacancy arise, and their place reached, candidates undergo the final stage of the selection process. Prior to recommending any candidate for appointment to this position, WSI will make all such enquiries that are deemed necessary e.g., employer references, to determine the suitability of that candidate. Until all stages of the selection 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. Qualification and placement on a panel is not a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate may no longer remain on the panel.

g. Security Clearance

You may be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However, should your application for the competition be unsuccessful, this form will be destroyed by WSI. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda eVetting Form. Special Security Clearance is a requirement for appointments to certain offices or departments.

If you have resided/studied in countries outside of the Republic of Ireland for a period of 6 months or more, you will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country. It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

h. Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- i. Have the knowledge and ability to discharge the duties of the post concerned;
- ii. Be suitable on the grounds of health & character;
- iii. Be suitable in all other relevant respects for appointment to the post concerned;
- iv. If successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and

- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

i. Non-Refund of Expenses

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

j. Other important information

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that WSI are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the WSI 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.

k. Candidates' Obligations

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

Candidates must not:

- i. knowingly or recklessly provide false information;
- ii. canvass any person with or without inducements;
- iii. interfere with or compromise the process in any way;
- iv. personate 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/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where they have not been appointed to a post, they will be disqualified as a candidate; and where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

l. Deeming of candidature to be withdrawn

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

m. Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises WSI may, at its discretion, select and recommend another person for appointment on the results of this selection process.

n. Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g., through social media or any other means, may result in you being disqualified from the competition. Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions, or answer options), associated materials and/or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

o. Use of Recording Equipment

WSI does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach and will result in the candidate being disqualified from the competition.

p. Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take appropriate steps to resolve it. Feedback will be provided on written request.

q. General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to sections of the organisation to which you have been assigned.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

Your application will be retained for the duration of the panel for this position is formed. Applications that are unsuccessful at the interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, the Agency will not be able to progress your application form for the competition.

To make a request to access your personal data please submit your request by email to dataofficer@watersafety.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Appendix 1 – Core Competencies

Teamwork

- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part.

Information Management / Processing

- Approaches and delivers all work in a thorough and organised manner
- Follows procedures and protocols, understanding their value and the rationale behind them
- Keeps high quality records that are easy for others to understand
- Draws appropriate conclusions from information
- Suggests new ways of doing things better and more efficiently
- Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.

Delivery of Results

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
- Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
- Identifies and appreciates the urgency and importance of different tasks
- Demonstrates initiative and flexibility in ensuring work is delivered
- Is self reliant and uses judgment on when to ask manager or colleagues for guidance.

Customer Service & Communication Skills

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that customers must go through and can clearly explain these
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Can be firm when necessary and communicate with confidence and authority
- Communicates clearly and fluently when speaking and in writing

Specialist Knowledge, Expertise and Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
- Clearly understands the role, objectives and targets and how they fit into the work of the unit
- Is committed to self-development and continuously seeks to improve personal performance

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level and deliver a quality service
- Serves the Government and people of Ireland
- Is thorough and conscientious, even if work is routine
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks
- Is personally honest and trustworthy
- At all times, acts with integrity.

