



2025

Candidate Booklet Technical Officer

Job title: Technical Officer

Grade: Executive Officer Level

Closing date: Wednesday, August 20, 2025

CONTACT:

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

Website: <https://watersafety.ie>

1. General Information

Summary:	<p>This role will assist in the further development of Water Safety Ireland's (WSI) syllabi and related activities to ensure it consistently meets best international practice. This role will contribute to the achievement of our strategy by working closely with various WSI commissions, as well as local authorities, instructors, examiners, and teachers nationwide.</p> <p>Water Safety Ireland has just launched its 5-year strategy that will raise awareness of water safety across Ireland. Our strategy can be found here: https://watersafety.ie/wp-content/uploads/2023/03/WSI-Strategic-Development-Plan-2023-2027.pdf. Our syllabus can be found here: https://watersafety.ie/wp-content/uploads/2023/07/Master-Syllabus-2023-Swim-amendments-2.pdf.</p>																
Grade:	Executive Officer																
Starting Salary:	<p>The annual salary scale for this position is as follows: EXECUTIVE OFFICER STANDARD SCALE - PPC</p> <table><tr><td>€37,919</td><td>€39,860</td><td>€40,956</td><td>€43,094</td><td>€45,010</td><td>€46,864</td><td>€48,711</td><td>€50,519</td></tr><tr><td>€52,366</td><td>€54,207</td><td>€56,160</td><td>€57,469</td><td>€59,335¹</td><td>€61,216²</td><td></td><td></td></tr></table> <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>	€37,919	€39,860	€40,956	€43,094	€45,010	€46,864	€48,711	€50,519	€52,366	€54,207	€56,160	€57,469	€59,335 ¹	€61,216 ²		
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€52,366	€54,207	€56,160	€57,469	€59,335 ¹	€61,216 ²												
Pension:	Public Service Pension Scheme																
Employing Authority:	Water Safety Ireland																
Office Location:	Water Safety Ireland, The Long Walk, Galway City, Galway, H91F602																
Working Hours:	35 hours per week																
Blended / Agile / Remote Working:	<p>Blended: While based in Galway, this is a hybrid role that also involves some travel. Please note that WSI has a Hybrid Working Policy that allows you to apply to work from home up to three days and in the office for a minimum of 2 days a week.</p> <p>Training will be in the office for the first week, and then as required.</p>																
Annual Leave:	23 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.																
Tenure:	This is a permanent role. 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. At the end of the probationary period, and subject to satisfactory performance, the role may be transitioned to one of indefinite duration.																

<i>Other Benefits:</i>	<ul style="list-style-type: none"> • Professional development and supported learning opportunities • Employee wellbeing initiatives • Team development events
<i>Closing Date:</i>	12pm, Wednesday August 20th 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 Technical Officer to join our Team in the Head Office in Galway.

As the Technical Officer, you will play a pivotal role in achieving WSI's mission of education and lifesaving activities by identifying opportunities to increase participation in Water Safety Ireland activities and to improve current syllabi and develop new curricula in all aspects of water safety. This role will report to the Business Development Officer.

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: Including this role, by the end of August 2025, 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

(Please note this list is not exhaustive nor restrictive)

- Support relevant WSI commissions regarding syllabus development and coordination.
- Further develop training materials to ensure a consistent delivery of all WSI courses nationwide.
- Direct liaison with Instructors, Examiners and Swim Teachers and other stakeholders. regarding the technical aspects of all WSI courses across the entire syllabus.
- Direct liaison with external agencies, ensuring that all relevant courses and syllabi meet or exceed the accreditation requirements.
- Maintenance of up to date and accurate documentation and records.
- Curriculum development for at risk groups, encompassing diversity and inclusion.
- Other tasks as business needs dictate.
- To attend job specific training as directed by management.

What Success looks like: The following Key Performance Indicators will be periodically measured to benchmark productivity and success in this role:

- Complete review of WSI syllabi regularly.
- Development and roll out of training materials.
- Development and roll out of a seamless transition and progression of courses.
- Other KPIs as agreed upon with line manager, relevant to professional development.

Health and Safety

- To report any health and safety issues clearly and promptly to all relevant stakeholders.
- To attend all training, including additional training as required for this specific role. This may include training outside of normal working hours, and it may include training on site, at alternative locations or online training platforms.
- To ensure that all accidents and incidents are accurately and promptly reported to the Health and Safety Officer on the appropriate form.

Customer Care

- To be professional, courteous, and positive in all dealings with all stakeholders.
- To deal with all customer queries, concerns or complaints in a prompt, courteous and professional manner.
- To inform all relevant stakeholders of any customer complaints or concerns with a view to learning from the situation and preventing a recurrence.
- To reflect the values of Water Safety Ireland and Public Service in every aspect of your role.

5. Qualifications and Experience

a. Essential Requirements

Essential Criteria: The successful candidate will meet the following criteria.

- NFQ Level 7 or higher Qualification in a relevant field.
- Evidence of relevant work experience in line with the EO Competencies.
- A full driving licence.
- Strong organisational skills & attention to detail.
- Excellent presentation and communication skills.
- Ability to work in an effective manner with other members of a team.
- Excellent time management skills.
- Ability to complete tasks to a very high standard.
- Good IT skills, including MS Excel, MS Word, MS Outlook and MS PowerPoint.
- A proven ability to work on own initiative and work collaboratively with a broad range of internal and external stakeholders.
- Previous or current experience as a qualified lifeguard, swim teacher, or other water related discipline, as recognised by the relevant authority or accrediting body.

b. Desirable Requirements

Desired Criteria: The ideal candidate will meet the (non – essential) criteria outlined below.

- Previous or current experience as a qualified lifesaving instructor or swim teacher tutor, or instructor of other water related discipline, as recognised by the relevant authority or accrediting body.
- Experience in working in or volunteering in areas concerning water safety and or swimming related activities.
- Experience in developing syllabi and training programmes.
- Experience in Adobe/InDesign or similar editing software.

Garda Vetting and References

The successful candidate may be subject to Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory.

Please also refer to the Executive 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).

The annual salary scale for this position is as follows:

EXECUTIVE OFFICER STANDARD SCALE - PPC

€37,919	€39,860	€40,956	€43,094	€45,010	€46,864	€48,711	€50,519	€52,366	€54,207
€56,160	€57,469	€59,335 ¹	€61,216 ²						

¹After 3 years satisfactory service at the maximum

²After 6 years satisfactory service at the maximum

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 Executive Officer is 23 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 Galway office will be your designated place of work. You may be asked to travel to another location from time to time to meet the needs of the organisation and the head office itself could relocate during the contract to facilitate business needs. When absent from home and office on duty, appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil or Public Service regulations.

e. Tenure and Position

The position of Technical Officer- Executive Officer Level is a role of indefinite duration, subject to a probationary period. 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.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

k. 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.

I. 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>.

m. 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.

n. 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.

o. 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.

p. 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.

q. 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 12pm, on Wednesday, August 20th to jobs@watersafety.ie.

Only applications received by 12pm, Wednesday, August 20th, 2025, will be accepted into the campaign.

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.

r. Closing date

The closing date & time for receipt of completed applications is 12pm on Wednesday, August 20th, 2025.

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.

s. 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.

t. 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 test 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

Key Competencies this Role Requires:

- **People Management** - A key competency of this role is People Management. This is demonstrated by:

1. Consulting and encouraging the full engagement of the team, encouraging open and constructive discussions around work issues.
2. Getting the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise Offering own ideas and perspectives.
3. Valuing and supporting the development of others and the team.
4. Encouraging and supporting new and more effective ways of working.
5. Dealing with tensions within the team in a constructive fashion.
6. Encouraging, listening to, and acting on feedback from the team to make improvements.
7. Actively sharing information, knowledge, and expertise to help the team to meet its objectives.

- **Analysis and Decision Making** - A key competency of this role is the ability to analyse information and make appropriate decisions.

This is demonstrated by:

1. Effectively dealing with a wide range of information sources, investigating all relevant issues.
2. Understanding the practical implication of information in relation to the broader context in which you work – procedures, divisional objectives etc.
3. Identifying and understanding key issues and trends.
4. Correctly extracting and interpreting numerical information, conducting accurate numerical calculations.
5. Drawing accurate conclusions & making balanced and fair recommendations backed up with evidence.

- **Delivery of Results** - A key competency of the role is delivery of results.

This is demonstrated by:

1. Taking ownership of tasks and being determined to see them through to a satisfactory conclusion.
2. Remaining logical and pragmatic in your approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
3. Constructively challenging existing approaches to improve efficient customer service delivery.
4. Accurately estimating time parameters for projects, making contingencies to overcome obstacles.
5. Minimises errors, reviewing learning and ensuring remedies are in place.
6. Maximises the input of your team in ensuring effective delivery of results.
7. Ensuring proper service delivery procedures/protocols/reviews are in place and implemented,

- **Interpersonal and Communication Skills** - A key competency of this role is demonstrating excellent interpersonal and communication skills.

This is demonstrated by:

1. Modifying your communication approach to suit the needs of a situation or audience.

2. Actively listening to the views of others.
 3. Liaising with other groups to gain co-operation.
 4. Negotiating, where necessary, to reach a satisfactory outcome.
 5. Maintaining a focus on dealing with customers in an effective, efficient, and respectful manner.
 6. Being assertive and professional when dealing with challenging issues.
 7. Expressing yourself in a clear and articulate manner when speaking and in writing.
- **Specialist Knowledge, Expertise and Self Development** - A key competency of this role is demonstrating specialist knowledge, expertise, and self-development by:
 1. Displaying high levels of skills and expertise in your own area and providing guidance to colleagues.
 2. Having a clear understanding of the role, objectives, and targets and how they support the services delivered by WSI, and the ability to clearly communicate this to the team.
 3. Leading by example, demonstrating the importance of development by setting time aside for development initiatives for yourself and for the team.
 - **Drive and Commitment to Public Service Values**- A key competency of this role is possessing the drive and commitment to Public Service Values. This is demonstrated by:
 1. Remaining consistently committed to the cause of Water Safety and WSI's mission.
 2. Consistently striving to perform at a high level.
 3. Demonstrating flexibility and openness to change.
 4. Consistently ensuring that customer service is at the heart of your work and teamwork.
 5. Remaining thorough and conscientious, even if work is routine.
 6. Remaining enthusiastic and resilient, persevering in the face of challenges and setbacks.
 7. Remaining honest and trustworthy.
 8. Acting with Integrity at all times and encourages this in others.