

Office of the Revenue Commissioners  
Corporate Services Division  
Recruitment Unit  
Dublin Castle  
Dublin 2.

# 2022 Revenue Competition for Appointment to the Position of Principal Officer (PO) in Compliance, Business Division

## 1 Introduction

**Revenue** is the Irish Tax and Customs administration and is a large decentralised organisation, with offices in over 30 locations nationwide. Revenue's mission is "To serve the community by fairly and efficiently collecting taxes and duties and implementing customs controls".

In 2021, Revenue collected total gross receipts of c.€97 billion. Revenue is also responsible for trade facilitation and frontier control. Our workforce of almost 7,000 people supports compliance for 2.9 million employees, 0.2 million employers, 0.8 million businesses, 0.3 million VAT traders, 0.1 million Customs traders and 1.4 million property owners.

To successfully deliver on our mandate, we rely on the skills, capability and professionalism of our people, the flexibility of our structures, and our ability to harness and support innovation in technology and business practices.

## 2 Job Description

This is an exciting opportunity to lead a skilled team in maximising timely compliance and developing strategies to assist voluntary compliance in the taxes and duties under the control of Revenue.

## 2.1 The Role

The Compliance Branch Manager (Principal Officer) role is a key senior management position in Business Division. The Division has a staff complement of over 1,270 covering a national case base of some 960,000 business customers. The Division has responsibility for a wide range of functions including case base management, risk-based compliance functions, customer service, the implementation of customs controls and national functions performed in the Employer Helpdesk, the National Excise Licence Office and the National Prosecutions and Seizures Office.

Business Division includes 11 Compliance Branches, with the Compliance Branch Manager for the Northwest having a team of approximately 110 staff working in three locations (Castlebar, Letterkenny and Sligo). The Branch case base is comprised of over 88,000 customers in counties Mayo, Sligo, Longford, Leitrim and Donegal who are registered for Employer's PAYE and PRSI, Income Tax or Corporation Tax, Value Added Tax, Relevant Contracts Tax and Customs and Excise as well as excise license entities with trade or professional income, proprietary directors and subsidiary or parent companies. The Branch also has a national remit in respect of the National Prosecutions and Seizures Office.

The Compliance Branch Manager is responsible for leading and delivering challenging compliance programmes, optimising the allocation and prioritisation of available resources, both human and capital, to ensure maximum impact and value for money. The person will be expected to play a lead key role in the building and supporting of capability within their teams to make a significant contribution at Divisional management level to the overall performance and cohesiveness of Business Division. The Branch Manager is charged with delivering a risk-focused, effective, and proportionate response to non-compliance, maximising timely compliance for the customer case base and providing excellent service in a way which ensures alignment with the culture and values of Revenue.

## 2.2 The Applicant

The successful applicant will be appointed as a Principal Officer in Revenue's Business Division. Applicants should have all the abilities and competencies required of a Principal Officer. In particular, applicants should be able to demonstrate, by reference to specific achievements in their work or academic career to date, that they possess or have the capacity to acquire the skills and knowledge required for the role of a Principal Officer as identified by the Public Appointments Service Principal Officer level competency framework. A description of the competencies is set out in the **Appendix**.

Applicants should note that they may be assigned to other duties appropriate to the grade of Principal Officer.

## 3 Person Specification

This is a senior management position and the successful candidate will lead Revenue compliance teams located across the Northwest of the country, in which Assistant Principals operate under the direction of the Principal Officer in managing various Revenue programmes. The successful candidate is required to have significant experience in leading tax compliance and/or advisory functions. A sound technical knowledge and understanding of the administrative, legislative and policy framework which governs the Irish tax and duties system and the European Union Customs Code is a requirement for this role.

### **3.1 The successful applicant is required to have the skills to:**

- Lead a Revenue Branch, setting high performance and accountability standards, driving and delivering excellent performance, fostering a culture of highest standards of ethics and integrity, ensuring robust corporate governance structures and effectively addressing performance concerns
- Influence the development and implementation of the Division's business plan by proactive engagement and collaboration with the Division's senior management team
- Manage and support a number of Assistant Principal led teams across a broad range of Revenue activities in a blended working environment
- Build and support capability and capacity across the team through effective delegation, coaching and mentoring of staff and the transfer of skills
- Lead on, and ensure the delivery of, business plan and corporate priorities to contribute the overall performance of Business Division
- Actively contribute to the shaping of Revenue's strategies and operational priorities
- Effectively manage and direct multiple agendas and tasks and allocate resources appropriately
- Represent Revenue in relationships with business/professional advisors and other stakeholders, including the media
- Contribute positively to the corporate agenda, working constructively with and influencing senior management colleagues to drive the agenda forward
- Build partnerships and collaborate to achieve common goals
- Ensure alignment with Revenue's culture and values at all times
- Undertake additional Divisional responsibilities as they arise
- Such other functions as may be required from time to time to fulfil the business objectives of Revenue.

In addition, the successful candidate will either have, or demonstrate the capacity to quickly acquire, an understanding of Revenue's strategic objectives and how performance and delivery is aligned with those objectives.

## **4 Location**

This role is based in Castlebar. The Compliance Branch Manager will have responsibility for teams based in Castlebar, Sligo and Donegal. Revenue has many flexible and family-friendly working policies with significant capacity and capability to support and facilitate blended working, balancing attendance in Castlebar and other offices throughout the Branch and nationally with working from home, in line with business needs.

## **5 Essential Entry Requirements**

### **5.1 To be eligible, candidates must at least, on or before Thursday, 14 July 2022 have:**

- A minimum of Level 8 on the National Framework of Qualifications (Honours Bachelor Degree level) having taken either taxation, accounting or law as a major subject in the final degree examination or qualification as an accountant, tax

professional, solicitor or barrister (i.e. membership or entitlement to membership of a recognised professional body in these areas)

**And**

- A minimum of 3 years' relevant leadership and management experience in industry, management consulting or a public sector organisation.

There are some restrictions on eligibility and appointments. Please see paragraph 15.

## 6 Application Process

### 6.1. Format:

The application form must be completed and submitted correctly to the specified e-mail address. Submitted application forms which are incorrectly completed will not be accepted, so please note the following information carefully:

- The application form is an editable MS Word document. Upon completion, please save the document as "PO Compliance - Your name". You will be required to attach it to an email for submission once completed. Please return in Word format only.
- Please do not alter the layout, format, or text alignment within the boxes on the first two pages of this application form, as changes to formatting will not be captured and will prevent the processing of your application in full.

### 6.2. Submitting the form:

On completion, you are required to submit the application form with the subject line "PO Compliance – Your Name" to the following address:  
[Revenue\\_Open\\_Recruitment@revenue.ie](mailto:Revenue_Open_Recruitment@revenue.ie). This email address is for completed applications only.

**Please note, it is not advisable to submit more than one version of your application form. If more than one version is received before the closing date and time, only the most recent version will be used in the competition. Earlier versions, although submitted, will not be processed after the closing date and time. Incomplete forms or forms submitted in the incorrect format will not be processed. No extensions will be given, and for this reason, it is crucial that you submit your application form well in advance of the closing date and time. Do not send a link to a file-sharing platform.**

### 6.3. Deadline for receipt of applications:

Closing date and time: **Thursday, 14 July 2022 at 13:00**. Applications cannot be accepted after this date and time.

### 6.4. Photograph:

A passport style photograph must be inserted into the application form, instructions on how to resize and insert a photograph can be accessed via the link below: [How To Insert A Photo](#).

### 6.5. Queries:

Please forward any queries to [CSDOpenRecruitment@revenue.ie](mailto:CSDOpenRecruitment@revenue.ie).

#### **6.6. Curriculum Vitae/Cover letter:**

A Curriculum Vitae and Cover letter is not required and **should not** be submitted.

#### **6.7. Proficiency in Irish:**

Candidates are asked on the application form to indicate if they are interested in an Irish speaking role, should such a role arise during the lifetime of the panel. Revenue will note the interest declared by a candidate and if a role comes up requiring Irish, the candidate's competency will be tested when coming under consideration for assignment.

### **7 Selection Methods**

#### **7.1 These may include some or all of the following:**

- Eligibility Sift
- Shortlisting of candidates based on the information contained in their application form
- Additional selection tools, e.g. completion of online questionnaire, cognitive tests/preliminary interview
- A competitive interview (final stage) based on the essential competencies and experience required for the post and the information contained in the applicant's application form. This may include a presentation relevant to the role (topic will be identified when candidates are scheduled for interview).

**Candidates are not permitted to use any type of recording equipment at any stage of the selection process. 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.**

#### **7.2 Assessment Boards**

An assessment board, or boards, will be set up by Revenue to conduct any interim selection processes and interviews.

#### **7.3 Selection Stages**

It is important to note that candidates must reach the required standard in any interim selection stage, to be considered suitable for progression to the next stage of the selection process. The interview stage will consist of a competitive competency-based interview which may take place using remote video interviewing or in person interviews. Candidates progressed to final interview stage must meet a minimum standard of 70% in each scoring area, to be considered for inclusion on the panel.

#### **7.4. Panels**

A panel will be established from this competition to fill positions that may arise over the lifetime of the panel. This panel will expire one year from the date of its' establishment.

It is important to note that once an offer is accepted, the candidate will not be considered for any other appointment from the panel.

## **7.5 Job posts**

Candidates who are successful in this competition may be offered posts in other government departments, or elsewhere in Revenue as appropriate, in accordance with business needs.

## **7.6 Reasonable Accommodations**

If you require any reasonable accommodations to be made at any stage of the selection process, please let us know by stating your requirement on the application form and we will make the necessary arrangements to assist you. Alternatively, please email [CSDOpenRecruitment@revenue.ie](mailto:CSDOpenRecruitment@revenue.ie).

## **7.7 Application Form**

During any shortlisting exercise that may be employed, a board will examine the application form and assess it against pre-determined criteria based on the requirements of the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

## **7.8 Mobility**

Revenue has an active mobility policy. Applicants should note that they may be assigned to other duties appropriate to the grade of Principal Officer. Appointees with permanent tenure to Principal level or equivalent level posts in the Civil Service may also be required to move to a Principal level role or equivalent level post in another government department under mobility arrangements. However, a person will not normally be considered for mobility until after 2 years in the post.

# **8 Availability and Admission**

## **8.1. Availability**

During the selection process, the onus is on all applicants to make themselves available on the date(s) specified by Revenue and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form. Revenue will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Revenue is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

## **8.2 Suitability for a Post (or Admission)**

Prior to recommending any candidate for appointment from this panel, Revenue will make all such enquiries as 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.

# **9 Canvassing**

## **9.1 Disqualification**

Canvassing will disqualify and will result in exclusion from the process. Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements

- Personate a candidate at any stage of the process
- Interfere with or compromise the process in any way.

## 9.2 When a person contravenes

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 such offence is liable to a fine/or imprisonment. In addition, where a person found guilty of such offence was or is a candidate at a recruitment process, then, where a candidate:

- Has not been appointed to a post, they will be disqualified as a candidate
- Has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

## 10 Confidentiality

Protecting confidentiality is a priority. You can expect, and we guarantee, that all enquiries, applications, and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the competition process. We will not contact referees, employers, or previous employers without your consent and then only if you come under consideration for appointment.

## 11 Code of Practice

This competition is being organised in accordance with the Code of Practice entitled *Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service Appointments (CPSA). Revenue will consider any requests for review in accordance with the provisions of this code which may be accessed at [www.cpsa.ie](http://www.cpsa.ie).

Revenue is an equal opportunity employer. Assignments will be made on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

## 12 Quality Customer Service

We aim to provide an excellent service to all our customers. If, for any reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to our attention.

Feedback will be provided to candidates on written request. Candidates may wish to familiarise themselves with the guidance on feedback provided in the CPSA's casebook on [www.cpsa.ie](http://www.cpsa.ie). In its casebook, the CPSA encourages candidates who are keen to learn from their participation in an appointment process to reflect on the manner in which they demonstrated the competencies. Following an interview, it can be helpful to note down the key questions asked as well as a brief summary of the responses provided.

## 13 Data Protection Acts 1988-2018

When your application form is received, Revenue creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the [General Data Protection Regulation](#) and the [Data Protection Act 2018](#) (the Data Protection legislation). To make a request under the Data Protection legislation, please submit your request in writing to: THE DATA PROTECTION UNIT, CORPORATE SERVICES DIVISION, DUBLIN CASTLE, DUBLIN 2. Further information on Data Protection in Revenue is available at the following links: [Revenue Data Protection](#) and [Candidate and Assignment Data Protection Statements](#).

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## 14 Deeming of Candidature to be Withdrawn

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

## 15 Eligibility to Compete and Certain Restrictions on Eligibility

### Citizenship Requirements

Eligible Candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) 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 the UK or Switzerland and has a stamp 4 visa.

**To qualify candidates must be eligible by the date of any job offer.**

### **15.1 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 1 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).

### **15.2 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.

### **15.3 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 the VRS scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

#### **15.4 Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)**

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 VRS 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).

#### **15.5 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.

### **16 Terms and Conditions of Service**

#### **General:**

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

#### **16.1 Salary: Personal Pension Contribution (PPC Rate)**

The salary scale for the position of Principal Officer in Revenue, as at 1 February 2022, is as follows:

Personal Pension Contribution (PPC)

€91,609    €95,496    €99,354    €103,240    €106,518    €109,917(LSI1)    €113,313(LSI2).

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

### **16.2 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 current Government Policy.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

### **16.3 Tenure and Probation**

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

At the discretion of the Head of Office you may be assigned to other work depending on the business needs and capability development of the office and your career development needs.

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
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to completion of the probationary contract, a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (ii) above. The detail of the probationary process will be explained to you by Office of the Revenue Commissioners and you will be given a copy of the Department of Public Expenditure and Reform guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your contract may be extended, and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

#### **16.4 Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. 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](http://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 attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66
- Retirement Age: Scheme members must retire on reaching the age of 70
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to the CPI)
- Post retirement pension increases are linked to the CPI.

#### **16.5 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 his/her 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.

### **16.6 Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. 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 taken into account in the calculation of the pension payment).

### **16.7 Ill-Health Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme is required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition. Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

### **16.8 (a) 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
- 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.

### **16.9 (b) Appointment Post Ill-Health Retirement from Public Service:**

- Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme
- 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
- 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 [via this link](#).

### **16.10 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.

### **16.11 Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie).

### **16.12 Official Secrecy and Integrity**

An officer will be subject to the [Provisions of the Official Secrets Act, 1963](#), as amended by the [Freedom of Information Act 2014](#). The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

### **16.13 Codes of Ethics, Standards and Behaviour**

The officer will be subject to the Revenue Code of Ethics (a copy of which will be made available on assignment) and the [Civil Service Codes of Standards and Behaviour](#).

The [Ethics in Public Office Act 1995](#) 1995 will apply, where appropriate, to this employment.

### **16.14 Unfair Dismissals Acts 1977-2005**

The Unfair Dismissals Acts 1977–2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

### **16.15 Organisation of Working Time Act 1997:**

The terms of the [Organisation of Working Time Act, 1997](#) will apply, where appropriate, to your employment.

### **16.16 Headquarters**

Headquarters will be such as may be designated from time to time by the Head of the Department/organisation. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

### **16.17 Duties**

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role.

## **17 Hours of Attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 37 hours and 30 minutes gross or 35 hours net per week.

## 18 Annual Leave

The annual leave allowance will be 30 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

## 19 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 Social Protection to pay any benefits due under the Social Welfare Acts direct to the Revenue Commissioners. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

## 20 Security Clearance

Please note that applicants will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks using all addresses at which they resided.

## 21 Flexible Working Policies

As an Employer of Choice, the Civil Service has many flexible and family-friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, granting of such arrangements is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

### **Important Notice**

**The foregoing 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.**

## 22 Appendix: Principal Officer Competency Framework

### **Leadership & Strategic Direction**

- Leads the team, setting high standards, tackling any performance problems and facilitating high performance
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Contributes to the shaping of Departmental/Government strategy and policy
- Develops capability and capacity across the team through effective delegation
- Develops a culture of learning and development, offering coaching and constructive/supportive feedback
- Leads on preparing for and implementing significant change and reform
- Anticipates and responds quickly to developments in the sector/broader environment
- Actively collaborates with other Departments, Organisations and Agencies.

### **Judgement & Decision Making**

- Identifies and focuses on core issues when dealing with complex information/situations
- Assembles facts, manipulates verbal and numerical information, and thinks through issues logically
- Sees the relationships between issues and quickly grasps the high-level and socio-political implications
- Identifies coherent solutions to complex issues
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well-informed decisions, understanding their impact and implications
- Strives to effectively balance the sectoral issues, political elements, and the citizen impact in all decisions

### **Management & Delivery of Results**

- Initiates and takes personal responsibility for delivering results/services in own area
- Balances strategy and operational detail to meet business needs
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus
- Makes optimum use of resources and implements performance measures to deliver on objectives
- Ensures the optimal use of ICT and new delivery models
- Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
- Instils the importance of efficiencies, value for money, and meeting corporate governance requirements
- Ensures team are focused and act on Business plan priorities, even when faced with pressure

### **Building Relationships & Communication**

- Speaks and writes in a clear, articulate, and impactful manner
- Manages and resolves conflicts / disagreements in a positive and constructive manner
- Actively listens, seeking to understand the perspective and position of others
- Works effectively within the political process, recognising and managing tensions arising from different stakeholder perspectives
- Persuades others, builds consensus, gains co-operation from others to obtain information and accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across other Departments/Organisations and builds strong professional networks
- Makes opinions known when s/he feels it is right to do so

### **Drive and Commitment to Public Service Values**

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues
- Contributes positively to the corporate agenda
- Is personally trustworthy, honest and respectful, delivering on promises and commitments
- Ensures the citizen is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity

### **Specialist Knowledge, Expertise and Self-Development**

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
- Keeps up to date with key departmental, sectoral, national and international policies, and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

Office of the Revenue Commissioners  
Corporate Services Division  
Recruitment Unit  
Dublin Castle  
Dublin 2.