



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office

INFORMATION BOOKLET

Open Competition to the position of:

**Graduate Placement Programme 2019/2020
in the Central Statistics Office (CSO)**

Closing Date: 24th of April 2019

Candidates are advised to carefully study this Information Booklet before completing the corresponding application form.

CSO is an equal opportunity employer and is committed to principles of good recruiting practice. This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on www.cpsa.ie.

Central Statistics Office (CSO)

Location of Positions

Graduates appointed from this competition may be assigned for a specific period (**a minimum period of 6 months – not exceeding 11 months**) to carry out statistical work in the CSO or in other Government Departments/Agencies, in the context of the broader Irish Statistical System.

The CSO is spread across three locations. The headquarters is in Cork where most of the corporate functions (e.g. HR, Engagement, Finance & Facilities, Communications, IT, Policy, Planning & Change Management) are located in addition to our “Social & Demographic” and “Business” Statistics Directorates. There are two offices in Dublin, in Rathmines and Swords. Our “Economic and Environmental” Statistics Directorate and the “Statistical Systems Coordination Unit”, which manages and leads development of the Irish Statistical System, are located in Rathmines and the Census of Population is run from our Swords office.

Background

The CSO is Ireland’s national statistical institute. It is an independent Office within the Civil Service under the aegis of the Taoiseach and is responsible for the collection, compilation and dissemination of statistics about the economic, social and other general conditions of the State.

With a sanctioned staff of 825 for 2019, located in Cork and Dublin, the CSO strives to keep society fully informed by producing accurate, objective, timely, accessible and trustworthy Official Statistics. The CSO is a dynamic and innovative environment in which to work, with strong professional relationships with international bodies.

The CSO conducts a wide range of statistical inquiries and its outputs touch on most aspects of the Irish economy and society. CSO outputs include the Census of Population and a wide range of statistical outputs on areas such as employment, unemployment, income and earnings, economic indicators such as GDP and GNP, retail sales and Government finances. The Office also produces a wide variety of statistics on business sectors, society and the environment. For 2019, the Office has been asked to further expand the scope of its statistical work, commencing preparation for a Sexual Violence Prevalence survey commissioned by the Department of Justice and engaging with the ESRI to commence end to end operation of the Growing Up in Ireland survey from 2023. This growing diversity in the scope and complexity of the work of the Office reflects the burgeoning importance of independently produced, statistically robust Official Statistics across all areas of life in Ireland. In all, the CSO publishes over 300 statistical releases and publications each year, all of which are available online on www.cso.ie.

The demand for Official Statistics is growing significantly, driven by a mix of national and international users including Eurostat and the European Central Bank. The statistical environment is evolving quickly and so too is the CSO to keep pace with the range of changes that are underway.

CSO as an Employer

The CSO has an established culture of promoting the continuous personal and professional development of its staff. This includes the provision of in-house coaching/mentoring for new staff, the delivery of in-house courses to continuously up-skill staff.

The CSO has a flexible attendance scheme in place which allows staff flexibility around times of attendance.

The CSO promotes a culture of staff engagement, innovation and wellbeing. In 2016 the CSO was named Ireland's best large employer at the inaugural National Workplace Wellbeing awards, which recognise employers that make a significant contribution towards improving the health and wellbeing of their employees.

The CSO was also a winner of the Civil Service Excellence and Innovation Awards 2017 in the category: Excellence in People, Skill and Organisational Development. The CSO has also been shortlisted for a the gradireland Graduate Recruitment Awards for the Graduate Employer of the Year – Graduate programme intake up to 40 category 2019.

Graduate Role & Responsibilities

Appointees from this competition will join a professional team within the CSO or other Government Departments. They can expect to work on specified projects outlined by Senior Statisticians or equivalent.

The role involves a wide range of functions and the candidate must be able to demonstrate the following skills:

- Ability to work effectively on own initiative and as part of a team
- Strong focus on meeting the needs of customers
- Strong communication, report writing and presentation skills
- Capability in building and maintaining good working relationships with a wide range of people
- Strong analytical skills to collect, organise and disseminate information with attention to detail and accuracy
- Ability to progress multiple work activities successfully under the pressure of competing deadlines
- Thinking creatively and critically about how to improve and add value to existing processes and outputs and following through to implementation

There are a number of Graduate entry streams under this programme, please note you can only select one stream on your application form.

- Statistics/Economics/Data Analysis
- Information Technology
- Digital Design and Marketing/Copywriting
- Environmental Science including Geographical information systems
- Strategic Human Resources/ Learning & Development

Essential Entry Requirements

The successful candidate must have, on or before 30th June 2019:

Minimum Level 8 degree (2H1 or higher) on the National Framework of Qualifications (or an equivalent qualification acceptable to the CSO) in a discipline such as Statistics, Mathematics, Economics, Computer Science, Geographical Information Systems, Environmental Science, Data Science/Data Analytics, Digital Design and Marketing/Copywriting, Human Resources and Learning & Development.

If you are successful in the competition and have not yet been awarded your degree, you will be required to provide evidence of your award prior to 31st August 2019.

The successful candidate must also be able to demonstrate at interview specific qualities in relation to their chosen stream such as:

- Evidence of keeping up to date in their field of expertise and
- Openness to continuous professional development

Eligibility to apply and certain restrictions on eligibility

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

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 debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1st 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 VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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.

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 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).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

Maximum Recruitment Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

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"). Scheme members must retire at the age of 70.

Competition Process

How to apply:

An application form accompanies this information booklet. This application form must be completed and submitted correctly to the following specified email address **graduateplacement@cso.ie**

All sections of the form must be fully completed. Incorrectly submitted application forms will not be accepted, so please note the following information carefully:

The application form is an editable Word document. Once completed, please save the document as "Your name.doc". You will be required to submit the application form by email with the subject title line "Graduate Placement Programme – your name" to the following address **graduateplacement@cso.ie**

A Curriculum Vitae is not required and should not be submitted.

Closing date:

Your application must be submitted not later than **12 midday on the 24th of April 2019**. Applicants are advised to submit applications 24 hours in advance, in case of any unforeseen events. No late applications can be accepted.

If you do not receive an acknowledgement of receipt of your application by **26th April 2019**, please contact Margaret O' Mahony at Margaret.omahony@cso.ie or (021) 4535769

The interviews for this post will take place in Cork and Dublin and are likely to be held in May 2019.

The CSO will issue electronically as many communications as possible. You are advised to check your emails on a regular basis as the onus is on each applicant to ensure that s/he is in receipt of all communication from the CSO. There may, however, still be a necessity to issue some correspondence by hard copy mail. The CSO accepts no responsibility for communication not accessed or received by the applicant.

Selection Process

The selection may include the following elements:

- Shortlisting of candidates on the basis of the information contained in their application **and**
- Competitive interview.

On completion of the interview, a panel will be formed in order of merit from which candidates may be called. Should similar type vacancies, arise elsewhere in the Civil Service candidates may be drawn from this competition.

Shortlisting

If the number applying for the position is such that it would not be practical to interview everyone, the CSO may decide that a number only will be called to interview. In this respect a short-listing board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. The board will select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Availability and Admission

During the selection process, the onus is on all applicants to make themselves available on the date(s) specified by the CSO 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. The CSO will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the CSO is 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 CSO 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. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

References

It would be helpful if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). Please be assured that we will only contact referees should you come under consideration after the interview stage.

Confidentiality

Applications will be treated in strict confidence subject to the provisions of the Freedom of Information Act, 2014.

Security Clearance

You will 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.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. 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.

Code of Practice

This competition is being organised in accordance with the Code of Practice (01/17) titled *Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service Appointments (CPSA). The CSO will consider any requests for review in accordance with the provisions of this code. A copy of the Code may be accessed at www.cpsa.ie

The CSO 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.

Candidates' Obligations

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

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- Interfere with or compromise the process in any way.

A third party must not 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 s/he has not been appointed to a post, s/he will be disqualified as a candidate, and where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:

a) 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

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

Deeming of candidature to be withdrawn

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

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 our attention. Feedback will be provided on written request.

Data Protection Acts, 1988 to 2018

When your application form is received, we create 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 and should you be successful certain information will be retained by the CSO's HR division for employment purposes. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 to 2018.

To make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Central Statistics Office, Skehard Road, Cork, T12 X00E. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Principal Conditions of Service

The appointment is subject to the Civil Service Regulation 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.

The appointment is to a temporary unestablished position as a graduate in the CSO.

Salary:

PPC (Personal Pension Contribution) salary for this position, with effect from 1st January 2019, is as follows:

€29,609 per annum

The PPC rate will apply where the appointee is a new entrant or an existing civil or public servant appointed on or after 6th April 1995 and is required to make a Personal Pension Contribution.

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.

Important Note

Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay 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/Formers Staff Members/Pensioners.

Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will, where appropriate, apply to this placement.

Location

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

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week or 37 hours net of lunch breaks. The position holder will be required to work a five-day week. The hours of attendance are normally Monday to Thursday 9.00am to 5.45pm and 9.00am to 5.30pm on Friday.

Annual Leave

Annual leave will be 23 working days per year. This allowance, which is subject to the usual conditions regarding the granting of annual leave is on the basis of a five-day week and is exclusive of the usual Public Holidays. Annual leave for this placement is calculated on a pro-rata basis.

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

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.

Appointees, 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 CSO. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs & Social Protection within the required time limits.

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

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 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- 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 CPI).
- Post retirement pension increases are linked to CPI

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.
- **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).
- **Ill-Health-Retirement**
Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her 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.

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

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity

During the term of the temporary contract, an appointee will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The appointee will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Character

A candidate for and any person holding the office must be of good character.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Statistics Act 1993

The appointee will become an Officer of Statistics under the Act and s/he will be required to sign an undertaking not to divulge any information obtained in the course of his/her duties to any unauthorised person or body.

Prior approval of publications

Appointees will agree not to publish material related to official duties without prior approval by the Minister.

Political Activity

The appointee will be subject to the rules governing civil servants and politics.

Outside Employment

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

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 this placement which will be set out in the employment contract to be agreed with the successful candidate