



**An Roinn Turasóireachta, Cultúir,  
Ealaíon, Gaeltachta, Spóirt agus Meán**  
Department of Tourism, Culture,  
Arts, Gaeltacht, Sport and Media

## **Candidate Information Booklet**

Open Competition for the position of  
**Showcase and Events Assistant (4 year Fixed Term Contract)**  
**( Culture Ireland )**

**in the Department of Tourism, Culture, Arts, Gaeltacht, Sport and  
Media**

**Closing Date: 5.00pm February 10<sup>th</sup> 2023**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media is committed to a policy of equal opportunity.

The Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media will run this campaign in compliance with the Codes and Practice of the Commissioners for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

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**Contact:** HR Unit of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media  
at [personnel@tcagsm.gov.ie](mailto:personnel@tcagsm.gov.ie)

## **Introduction**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media on behalf of Culture Ireland is seeking to recruit a suitably experienced person for a four year fixed term contract as a Showcase & Events Assistant.

## **The Department**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's mission is to lead the sustainable development of Tourism and promote participation in the Culture, Arts, Gaeltacht, Sport and Media Sectors, supporting social progress and enhancing cultural and economic growth across Irish society.

Further information on the Department can be found [here](#).

## **Culture Ireland**

Culture Ireland promotes Irish arts worldwide. Culture Ireland creates and supports opportunities for Irish artists and companies to present and promote their work at strategic international festivals and venues. Culture Ireland are focussed on supporting artists to develop their international careers and grow their international audiences.

Culture Ireland offer financial support for Irish artists, arts organisations and cultural practitioners to:

- present and promote their work at key international venues and festivals
- develop new and diverse international audiences and markets
- participate in international networking events

Culture Ireland support international showcases by:

- presenting a range of art form showcases at key international arts markets
- developing new platforms and building influence and opportunities for Irish artists at important arts industry events
- working with artists and presenting partners to co-ordinate and promote Irish participation in key international cultural events

You can find full details of the showcase programme here:

[https://www.cultureireland.ie/downloads-public/CI\\_showcase\\_2023\\_digital.pdf](https://www.cultureireland.ie/downloads-public/CI_showcase_2023_digital.pdf)

## **The Role**

The role of the showcase and events assistant is to provide administrative and technical support for the delivery of Culture Ireland's annual showcase programme and to assist with special projects as they arise.

Each year, Culture Ireland participates in or hosts over 40 events across artforms in Ireland and abroad. These include networking events, trade stands, receptions, conference attendance, pitching sessions and information sessions. In recent years, this has also included digital events.

Applications are sought from suitably qualified people with a background in the arts and culture sector and experience of the production/delivery of events.

## **Duties of the Post**

The successful applicant will be required to:

- Assist the Culture Ireland Executive in the delivery of high-quality showcase and other events.
- Take responsibility for the logistics of events including venue liaison, technical issues, signage, event registration, and collation of printed materials.
- Manage Culture Ireland's databases of industry contacts, ensuring these are kept up to date, including compiling updated invite lists as required
- Manage budgets for individual events
- Collect event-related images and materials for use on Culture Ireland's social media platforms
- Circulate event information as appropriate
- Manage Showcase and events diary to ensure awareness within wider Culture Ireland team and networks about upcoming events.

## **Essential Requirements**

Applicants are required to:

- Have expertise in at least one of the following art forms: Architecture, Circus, Dance, Film, Literature, Music, Theatre, Opera and Visual Arts.
- Demonstrate an interest and knowledge in the current Irish arts and culture environment.
- Have a background in arts and/or event management.
- Retain excellent interpersonal skills and an ability to work within tight deadlines.
- Have excellent computer skills (MS Word, Excel, Outlook) and demonstrate experience in managing budgets.
- Have an ability to prioritise tasks within a busy calendar and office environment.

- Have an ability to communicate clearly, both written and orally with ideally, skills in proofreading and compilation of promotional materials.
- Have awareness of Culture Ireland’s mission and vision and how it fits into the wider Irish cultural ecosystem.

**Candidates will also be expected to be able to demonstrate the following competencies for the role of Showcase & Events Assistant.**

<b>People Management</b>
<ul style="list-style-type: none"> <li>• Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues</li> <li>• Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise</li> <li>• Values and supports the development of others and the team</li> <li>• Encourages and supports new and more effective ways of working</li> <li>• Deals with tensions within the team in a constructive fashion</li> <li>• Encourages, listens to and acts on feedback from the team to make improvements</li> <li>• Actively shares information, knowledge and expertise to help the team to meet it’s objectives</li> </ul>
<b>Analysis &amp; Decision Making</b>
<ul style="list-style-type: none"> <li>• Effectively deals with a wide range of information sources, investigating all relevant issues</li> <li>• Understands the practical implication of information in relation to the broader context in which s/he works –procedures, divisional objectives etc</li> <li>• Identifies and understands key issues and trends</li> <li>• Correctly extracts &amp; interprets numerical information, conducting accurate numerical calculations</li> <li>• Draws accurate conclusions &amp; makes balanced and fair recommendations backed up with evidence</li> </ul>

### **Delivery of Results**

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

### **Interpersonal & Communication Skills**

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation.
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

### **Specialist Knowledge Expertise & Self Development**

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

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

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

## **Eligibility to Compete**

### **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.

### **Character**

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

### **Citizenship Requirements**

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. 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 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 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.**

### **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).

### **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.

### **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 VER 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).

### **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. 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.

## **Principal Conditions of Service**

### **General**

The appointment is to a permanent position in the Civil Service and 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.

### **Pay**

The PPC (Personal Pension Contribution) salary for this position with effect from **1st October** 2022 is as follows:

€33,149.00	€35,014.00	€36,067.00	€38,122.00	€39,964.00	€41,745.00
€43,521.00	€45,259.00	€47,015.00	€48,722.00	€50,482.00	
€51,659.00 (NMAX)	€53,336.00 (LSI1)	€55,026.00 (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(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

### **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.



Successful candidates will agree that you will 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.

### **Tenure and Probation**

Appointment to the position is on a temporary fixed-term contract for a period of up to 4 years from the date of appointment. The successful candidate will be required to undergo a probationary period of 12 months.

The appointment is subject to termination at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2005. In the case of serious misconduct, the employment may be terminated at any time without notice and without penalty.

The appointment, which is strictly temporary, carries with it no entitlement to permanent status (by way of limited competition or otherwise)

### **Unfair Dismissals Acts 1977-2015**

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

### **The Organisation of Working Time Act 1997**

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

### **Headquarters/Location**

The post is based in The Department of Tourism, Culture, Arts, Gaeltacht, Sport, and Media, 23 Kildare Street, Dublin 2.

### **Hours of Attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 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 his/her duties subject to the limits set down in the working time regulations.

### **Annual Leave**

The annual leave allowance for the position is 23 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

## **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 comprises his/her integrity.

## **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 directly to the employing Department. 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.

## **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 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 any person who previously retired on ill health grounds under the terms of a superannuation scheme are 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.

### Appointment post Ill-health retirement from Civil Service

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

- 1.If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
- 2.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.
- 3.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:

1. 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.
- 2.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.
3. 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 or upon request to PAS.

### **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. **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)

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

During the term of the probationary contract, 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.

**Civil Service Code of Standards and Behaviour:**

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

**Ethics in Public Office Acts:**

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

**Prior Approval of Publications:**

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

**Political Activity:**

During the term of employment the officer will be subject to the rules governing public servants and politics.

**Please note:**

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. which in the Department is operated on a blended basis. The Department's Blended Working Policy will operate a work pattern of 40% office and 60% home based working, normally worked on a pattern of 2 days per week in the office. There will be a requirement for employees to attend on additional days as and when required for specific business needs.

Please note, successful candidates may request flexible working opportunities, however, this 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**

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

**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.**

## **COMPETITION PROCESS**

The Department of Tourism, Culture, Art, Gaeltacht, Sport and Media is recruiting for this position under its Recruitment Licence issued by the Commission for Public Service Appointments (CPSA) and in accordance with the CPSA's Code of Practice.

### **How to Apply:**

Applicants should submit a completed application form by email to

[personnel@tcagsm.gov.ie](mailto:personnel@tcagsm.gov.ie) by **Closing Date:**

**5.00pm February 10<sup>th</sup> 2023**

### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

No applications will be accepted after the closing date for this competition. The onus is on applicants to ensure applications are submitted by the closing date.

The application form is available on the Department's website at the following link:

<https://www.gov.ie/en/organisation-information/02066-career-opportunities-in-the-department-of-tourism-culture-arts-gaeltacht-sport-and-media/>

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

### **Please note:**

Only applications submitted on the official application form will be considered. All applications will be acknowledged.

The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media is satisfied that such a person fulfils the requirements.

Interviews will be held either remotely or in person. Candidates must make themselves available, if invited for interview, on the date(s) specified and ensure that the contact details provided are correct.

### **Selection Process**

The selection process may include the shortlisting of candidates on the basis of their application form followed by an interview.

## **Shortlisting**

A shortlisting process will involve an expert panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position.

## **Interview**

Candidates who are shortlisted will be called for interview by an expert panel.

The interview will focus how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date.

Candidates will be notified of interview arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

## **Panel**

A panel may be established from which appointments may be made. Candidates will be advised of the outcome of the competition as soon as possible after the interview process. Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter as a result of having been on the panel.

## **Review**

Procedures in relation to the Selection Process- The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will consider requests for reviews in accordance with the provision of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments. <http://www.cpsa.ie/>

## **Deeming of Candidature to be withdrawn**

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

## **Candidate Feedback**

Written feedback will be provided to candidates on written request.

## **Confidentiality**

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 and 2003 and the provisions of the EU General Data Protection.

## **Health and Character**

A candidate's suitability in terms of health and character will be ascertained at the time of offer of the post and any appointment will be subject to satisfactory health and character. The Department will request character references prior to making an appointment, normally from previous employers. The Department reserves the right to refer a candidate to the occupational health service of the civil service prior to making a final offer of employment.

## **Security Clearance**

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant 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 on all Irish and Northern Irish addresses at which the applicant resided.

## **Qualifications**

Candidates will be required to provide evidence of their qualifications if required for this competition.

## **Other Important Information**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will not be responsible for refunding any expenses incurred by candidates applying for the position. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media 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 Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media 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 have been made. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Department may, at its discretion, select and recommend another person for appointment on the results of this selection process.

## **Candidates' Obligations**

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

Candidates must not:



- knowingly or recklessly provide false information.
- canvass any person, with or without inducements
- impersonate a candidate at any stage of the process
- interfere with or compromise the process in any way.

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 and/or imprisonment. Furthermore, if the person found guilty of an offence was or is a candidate in a recruitment process, then:

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

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### **Special Accommodation**

If you require any special accommodations in relation to any aspect of this competition, please notify the HR Unit of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media at [personnel@tcagsm.gov.ie](mailto:personnel@tcagsm.gov.ie)