



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

Information Booklet

Open Competition for Appointment to Grade VII (Senior Administrative Officer)

**Closing Date: 15:00 Friday 23rd August
2019**

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Status of position: Permanent Contract

Authority: Quality and Qualifications Ireland

Location: 26 – 27 Denzille Lane, Dublin 2

**Quality and Qualifications Ireland, 26 – 27 Denzille Lane, Dublin 2. Tel. +353 1
9058100**

TABLE OF CONTENTS

ABOUT QUALITY AND QUALIFICATIONS IRELAND (QQI)	3
JOB SPECIFICATION	3
REQUIREMENTS	4
PRINCIPAL CONDITIONS OF SERVICE	5
PAY	5
PART II (OTHER CONDITIONS WHICH APPLY GENERALLY TO APPOINTEES TO THIS POSITION)	7
COMPETITION PROCESS	10
HOW TO APPLY	10
SELECTION METHODS	10
SHORTLISTING	10
CONFIDENTIALITY	11
SECURITY CLEARANCE	11
CANDIDATES' OBLIGATIONS	11
DATA PROTECTION ACTS, 1988 – 2018	12

About Quality and Qualifications Ireland (QQI)

QQI (Quality and Qualifications Ireland) is a state agency established by the [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#) with a board appointed by the Minister for Education and Skills and a staff of approximately 77 people.

Qualifications, Standards, Awards, Recognition

- In the area of qualifications, we are responsible for maintaining the ten-level [NFQ](#) (National Framework of Qualifications).
- We are also an awarding body and set and review standards for awards we make in the NFQ.
- We also provide advice on recognition of foreign qualifications in Ireland and on the recognition of Irish qualifications abroad.
- As a new function of QQI, we will publish a directory of providers and awards in the NFQ.

Quality Assurance

- In the area of quality assurance, we are responsible for reviewing the effectiveness of quality assurance in further and higher education and training providers in Ireland. This includes the universities, institutes of technology, Education and Training Boards and providers in the private further and higher education and training sectors (availing of QQI awards).
- We validate education and training programmes and make extensive awards in the further education and training sector including in the Education and Training Boards.
- We also make awards in higher education mainly to learners in private providers. The universities and institutes of technology largely make their own awards.

International Education Mark

Another new function of QQI will be to authorise the use of an International Education Mark (IEM) for providers.

This will be awarded to providers of education and training (including English language education) who have demonstrated compliance with a statutory code of practice in the provision of education and training to international students.

Amendment Bill 2018

New and amending legislation, the Qualifications and Quality Assurance (Education and Training) (Amendment) Bill 2018 has passed both Houses of the Oireachtas on 11th July 2019 and will be presented to the President for signature into law. The Bill, will have a significant impact on the work of QQI. The Bill amends the 2012 Act as follows:

Higher education institutions to apply for university designation.

Strengthen QQI's role as a regulator of quality in the English language education sector including measures to facilitate the introduction of the International Education Mark (IEM).

A new national Learner Protection Fund to strengthen the existing system of learner protection and will benefit students by ensuring that they are allowed to finish their programmes of education and training in the event that their programme ceases prematurely.

Empowers QQI to include a requirement that any providers seeking to adopt the IEM would adhere to a Code of Practice.

Additional powers to assess the corporate fitness of providers that engage with QQI. QQI to address academic cheating and an offence will be created for advertising or providing 'essay mills' services and other forms of cheating. The Bill is available on the Oireachtas website at the following link - <https://www.oireachtas.ie/en/bills/bill/2018/95/>

Job Specification

Job Purpose

Key Accountabilities

The person(s) appointed will be responsible for some or all of the following:

- Managing a multi-level team of staff including their professional development;
- Be responsible for decision making in a functional area;
- Coordinating administrative support to management, requiring a thorough understanding of the overall workings and policy of QQI;
- Analysing complex material and preparing reports and submissions;
- Regular interaction with learners, providers, staff, the public and other stakeholders.

Requirements

Required Knowledge and Experience

The ideal candidate will have:

Qualifications and Experience:

- A proven ability as a team leader/staff manager;
- Candidates will ideally have a knowledge and understanding of the Irish education sector or the ability to acquire that knowledge quickly;

- A good standard of education, level 8 on the National Framework of Qualifications is desirable;
- Knowledge and experience of project management is desirable;
- Excellent IT skills.

Personal Qualities:

- Excellent analysis and decision-making skills;
- The ability to work on one's own initiative, to meet deadlines, to prioritise and to multi-task;
- Excellent ability to manage and deliver results;
- Highly developed interpersonal skills;
- Excellent written and verbal communication skills.

Further information on the work of Quality and Qualifications Ireland is available at www.qqi.ie

Principal Conditions of Service

Part 1 (Conditions which particularly apply to this position)

Pay

The salary scale for this position is as follows:

€48,978, €50,175, €51,575, €52,979, €54,385, €55,642, €56,921, €58,166, €59,405, €61,534 (1), €63,673.

- (1) After 3 years satisfactory service at the maximum.
- (2) After 6 years satisfactory service at the maximum.

Increments may be awarded subject to satisfactory service and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Salary:

The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New Entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

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

Annual Leave:

Annual Leave will be 29 working days. This leave is exclusive of public holidays.

Hours of Attendance:

Working hours will be in accordance with the standard arrangements in QQI and will equate to no less than 37 hours (net of rest breaks) per week.

No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Location: This position is currently based at 26 – 27 Denzille Lane, Dublin 2.

Part II (Other conditions which apply generally to appointees to this position)

1. **Tenure:** The position will be appointed on a permanent basis in QQI. Secondments arrangements will be considered.

The appointee must serve a probationary period. Should the appointee's services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the appointee, on completion of the period will be finally appointed. If the appointee's services be unsatisfactory, the appointment may be terminated at any time during the period of probation.

2. **Duties:** The appointee will be expected to perform all acts, duties and obligations as appropriate to this position (which may be revised from time to time).
3. **Outside Employment:** The position is whole-time and the appointee must avoid involvement in outside employment/business interests in conflict or in potential conflict with the business of QQI. Clarification must be sought from management where any doubt arises.
4. **Sick Leave:** Sick leave with full pay may be allowed at the discretion of Quality and Qualifications Ireland in accordance with established procedures and conditions for the public service generally.
5. **Retirement and Superannuation:** The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in QQI depending on the status of the successful appointee:
 - a) In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers);
 - b) An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on his/her substantive grade i.e. the grade at which the individual is employed in his/her parent organisation;
 - c) An individual who was a member of a "pre-existing public service pension scheme" as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will be a member of the QQI's Staff Superannuation Scheme and Associated Spouses and Children's Scheme;
 - d) At the time of being offered an appointment, QQI in consultation with the Department of Education and Skills and the Department of Public Expenditure and Reform if necessary, will, in the light of the appointee's previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply for the duration of the appointment. Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee's status;

e) In accordance with the provisions of the Superannuation (Miscellaneous Provisions) Act, 2004 staff may not retire before their 65th birthday unless it is on grounds of ill-health. Different retirement arrangements apply to staff employed in the public service prior to the aforementioned 2004 Act;

f) The following points should be noted:

□ **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 existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

□ **Pension Abatement:** The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which, as outlined below, render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment. Special arrangements will, 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, 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 cesser 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.

6. **Pension Related Deduction:** This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009. For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>

7. **Eligibility to compete:** 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.
8. **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.
9. **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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.
10. **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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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.
11. **Declaration of previous public service employment history:**

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.

Competition Process

How to Apply

Applications should be made by sending a current CV and cover letter, including a supporting statement as outlined below outlining suitability for the post by email to Hazel Whelan, Recruitment Plus at qqi@rplus.ie no later than **15:00 on 23rd August 2019**. Alternatively, applications can be sent by post to Hazel Whelan, Ref SAO Competition, Recruitment Plus, 20 Lower Kilmacud Road, Stillorgan, Co. Dublin.

Supporting Statement: In a supporting statement please outline the reasons you are applying for this post. Please refer to the competencies set out in the "Required Knowledge and Experience" section and outline how you specifically meet the competencies by providing at least one example for each.

Applicants will be required to provide a declaration as outlined in paragraph 11.

Applications will not be accepted after the closing date.

Selection Methods

The selection may include shortlisting of candidates on the basis of the information contained in their application

- interview
- satisfactory references (referees will not be contacted without the candidate's prior agreement)

Quality and Qualification Ireland reserves the right to require candidates to attend a second interview.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, QQI may decide that a number only will be called to interview. In this respect, QQI will provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of 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 in your application.

Panel

A panel may be formed of suitably qualified candidates in this competition which will remain valid for a period of twelve months from the date that the panel is approved.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 1997 as amended, applications will be treated in strict confidence.

Security Clearance

Police 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 they resided. If unsuccessful this information will be destroyed by QQI. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information

QQI will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that QQI 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 QQI 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 QQI 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 and will result in their exclusion from the process.

Candidate 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 he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by QQI, or who do not, when requested, furnish such evidence as QQI 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 the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request.

Data Protection Acts, 1988 – 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 you provide will be held by QQI. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988-2018. To make a request under the Data Protection Acts 1988 - 2018, please submit your request in writing to: Facilities, QQI, 26 – 27 Denzille Lane, Dublin 2, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to 'QQI'.

Applicant Privacy Statement. Data Controller - Quality and Qualifications Ireland

Purpose of Processing

QQI conducts recruitment processes to fill vacancies within the organisation. When applying for these competitions, applicants are asked to submit a range of documents, e.g., application form, CV and/or cover letter.

Recipient/Shared With	Reason
Recruitment Plus/QQI HR	Receiving applications, acknowledging applications and corresponding with applicants. Certain information is also required for inclusion in the contract for successful applicants.
Selection Board	Information required for shortlisting and the interview process.
Current Employer	Sick leave checks and in the case of non-public servants reference checks

Applicants Entitlements

QQI recognises that applicants have entitlements and these are outlined below.

Access

- Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

Erasure

- Applicants can request the data held be erased.

Rectification

- Applicants can have any incorrect information corrected.

Objection

- Applications can object to this information being processed

Complain

Applicants can make a complaint to our internal Data Protection Officer “DPO” (contact details below) and/or make a complaint to the relevant authority – Data Protection Commission in Ireland

QQI DPO Contact Details

Email: dpo@qqi.ie

Or

Data Protection Officer
Quality and Qualifications Ireland
26 – 27 Denzille Lane
Dublin 2
D02 P299

For Further information on Data Protection:

The website of the Data Protection Commissioner – www.dataprotection.ie or

Make contact with the Office of the Data Protection Commissioner by phone on Telephone 1890 252231 or by email on info@dataprotection.ie.