

# Candidate Information Booklet

Please read carefully



The Environmental Protection Agency (EPA) intends to hold an open recruitment competition for the purpose of recommending suitably qualified persons for the position of:

**Competition Name: Senior Manager (Level 2) – (Technical and Regulatory)**

**Post Number: 000501**

**Location: EPA Headquarters, Wexford or Regional Inspectorate in Dublin or Kilkenny**

**Closing Date: 4.00pm on Wednesday 8<sup>th</sup> January 2025**

The Environmental Protection Agency is an equal opportunities employer and is committed to principles of good recruiting practice.



**Employing Authority:** Environmental Protection Agency (EPA)  
**Position Title:** Senior Manager (Level 2) - (Technical and Regulatory)  
**Post Number:** 000501  
**Salary Scale:** €83,272 to €103,925 (PPC Rate) per annum includes provision for two Long Service Increments after three and six years respectively on the maximum of the scale for permanent staff (A modified scale may apply to existing public/civil servants)  
**Annual Leave:** 30 days per annum  
**Location:** EPA Headquarters Wexford or Regional Inspectorates Dublin or Kilkenny  
**Panel Information:** This panel may be considered to fill any further vacancies which might arise at Senior Manager (Level 2) in EPA Headquarters, Wexford or Regional Inspectorates in Dublin or Kilkenny. The Panel will remain open for 1 year.

## Our Organisation

### Who We Are:

The EPA is an independent regulatory body established in 1992. Its purpose is “to protect, improve and restore our environment through regulation, scientific knowledge and working with others”. The EPA has a broad environmental remit and plays a key role in environmental regulation, provision of knowledge and advocacy for the environment.

Further information in relation to the EPA is available on our website [www.epa.ie](http://www.epa.ie)

### Some of our staff at work:



## Key Benefits of Working at the EPA:

You will have the opportunity to carry out purposeful work that makes a difference and impacts on our society and people. Not only do we have exciting career opportunities in many disciplines, there are also great benefits to working in the EPA. Check out some of these benefits:

### Benefits package

A comprehensive benefits package is available for all staff. This includes excellent career progression opportunities with public sector pay rates, pension benefits and annual leave entitlements. We also offer a 35-hour work week which includes flexible working hours and flexi leave for most grades. [Check out the specific benefits for this role.](#)

### Blended working

The blended working model adopted by the EPA provides us with an opportunity to direct and shape the future of our work in a way that takes full advantage of this new way of working. It is one of our flexible working options and will reduce commutes, contribute to improving well-being and work-life balance.

### Health and Wellbeing

The health and wellbeing of our staff is a priority for the EPA. Now more than ever we recognise the importance of caring for our mental and physical health and general wellbeing. We have an active Wellbeing Group who organise events and positive initiatives to help us stay well and create an open and supportive culture for everyone. We are proud to say we have been accredited with the 'The KeepWell Mark' award which is an evidence-based accreditation for health and wellbeing standards.

### Continuous Professional Development

Our staff can avail of excellent learning and development opportunities, and we are fully committed to continued professional development. We offer many opportunities for our staff to develop through on the job learning, by engaging with multi-disciplinary teams across the organisation and through generous formal internal and external training. Our further education schemes include financial assistance for degrees, diplomas and masters to help you develop your career.

### Equality, Diversity and Inclusion (EDI)

We are committed to creating an environment that promotes equality, diversity and inclusion. Our workforce is made up of a wide range of employees with diverse backgrounds, circumstances and skills - they are our greatest asset. Through our EDI policy and our core values and behaviours, we continue to demonstrate high standards in how we attract, develop and retain staff to ensure the commitment, engagement, wellbeing and performance of our workforce.

## The role and how to apply

### Overview of the Role:

The successful candidate(s) will fulfil the role of Senior Manager (Level 2) - (Technical and Regulatory).

The candidate(s) appointed will be assigned a senior management role and will be responsible for leading a team which involves core enforcement and regulatory functions of the organisation, such as; licensing, enforcement, scientific evaluation/assessment, circular economy, climate science, data assessment and reporting.

The EPA is looking for a candidate who can demonstrate technical and regulatory experience in a National and/or European context.

The candidate will have responsibility for cultivating a strong culture within the team that contributes to the achievement of the EPA's values and overall objectives. The EPA operates within a constantly evolving environmental regulatory landscape. The candidate must also demonstrate a record of achievement that demonstrates their capacity and leadership capability to deliver in this challenging role.

The candidate appointed should have the capacity to lead other EPA Functions/Programmes in the future as the assignment and area of work may subsequently change in accordance with organisational requirements.

### Key Responsibilities may include:

- Leading and contributing to the strategic management of the assigned Office as part of the Office Senior Management Team.
- Leading and motivating a team to achieve their full potential.
- Implementing EPA policies in a coherent, consistent and timely manner.
- Providing technical and scientific expertise in the assigned area.
- Communicating with the public, the media and stakeholders on assigned area.
- The production and publishing of national reports.
- Proactively engaging with external stakeholders, as appropriate, including with relevant Government Departments.
- Representing the EPA in EU, National and/or other expert groups and committees.
- Preparation and presentation of high-quality reports and information for the Board, Senior Management, and external stakeholders.
- Developing and improving team and programme work practices, policies, procedures and guidance notes.

## General duties may include:

- Contributing to the EPA's strategic management process including performance management and evaluation;
- Providing effective leadership and promoting innovation in an ever-changing environment;
- Managing, motivating and developing staff including fostering EPA values;
- Managing external resources, and third-party contracts;
- Developing and implementing annual work programmes including budget preparation and budget management;
- Maintaining a clear and detailed understanding of relevant environmental legislation particularly in work area;
- Overseeing adherence to Health, Safety and Welfare protocols;
- Undertaking such other duties as maybe assigned from time to time.

## Essential Requirements:

Candidates must have on or before **4pm Wednesday 8th January 2025:**

1. An appropriate degree (NFQ Level 8) in Engineering or Science;
2. A minimum of seven years relevant work experience with demonstrated significant experience and technical expertise in two or more of the following:
  - i. Experience in implementing regulation in an Irish or European context, including but not limited to permitting/inspecting/auditing of regulated activities, gathering evidence and taking legal proceedings;
  - ii. Knowledge and experience of implementing, influencing and/or reporting on policy and EU and national legislation, in areas including but not limited to emissions, climate, circular economy, waste, energy, water and agriculture, environmental impact assessments and habitats;
  - iii. Significant technical experience of industrial, waste, drinking water or wastewater facilities, including knowledge of abatement technologies and environmental protection practices;
  - iv. Significant technical experience in waste management systems, data analysis and reporting, climate/circular economy assessments, waste prevention activities for priority waste areas, local authority statutory performance or climate science and systems.
3. A demonstrated record of team and operational leadership including the following: prioritising and delivering objectives, planning and organisation of resources, motivating staff to common goals, and creating a culture that values teamwork and collaboration;
4. Strong written and verbal communication skills and experience of communicating complex messages in plain English to a variety of stakeholders;
5. Demonstrated ability to think and operate at a strategic level in an organisation.
6. Driving Licence Applicants should at the date of applying hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence.( <https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>)

### Eligibility to Compete and Certain Restrictions on Eligibility

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 has a stamp 4\* or a Stamp 5 visa;

\*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

The EPA will use the essential criteria/requirements to shortlist candidates and scoring will be based on the information contained in the relevant sections of the application form for the role of **Senior Manager (Level 2)**.

Applicants must demonstrate, by reference to specific achievements in their career to date that they possess the qualities, skills and knowledge required for the role of **Senior Manager (Level 2)** as identified in the 'Essential requirements'.

The EPA will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice.

In addition to the specific requirements set out above, candidates **at interview** must be able to demonstrate that they possess the required competencies identified for effective performance as set out in Appendix A:

#### Required Competencies

- Team Leadership
- Customer and Stakeholder Focus
- Building Relationships & Communication Skills
- Management & Delivery of Results
- Judgement, Analysis & Decision Making
- Specialist Knowledge/Expertise and Self-development

Further information regarding competencies is available in **Appendix A**.

### How to apply:

Application Forms and Candidate Information Booklets are available from the careers section on the EPA website [www.epa.ie](http://www.epa.ie).

Please note that cover letters and CVs are not required and should not be submitted. Only applications submitted by email on the official EPA application form for this competition will be accepted. Applications will not be accepted after the closing date and late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed adequate transmission time for receipt of your application. Applicants must ensure

they retain a copy of the email submitted to including the date and time in case of any queries. Canvassing is prohibited.

**Important Note: Closing Date for Applications is 4.00pm on Wednesday 8<sup>th</sup> January 2025**

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### Email Instructions for Submitting your Application Form:

The following naming convention should be used as your **email subject heading**:

- Post Number and Post name: e.g., 000501 Senior Manager (Level 2)
- Your application form should be **attached** to your email using the following naming convention:
- Post number and applicant name: e.g., 000501 Mary Smith
- A typed signature may be used.

**Important Note: Application forms must be completed and sent to [recruitment@epa.ie](mailto:recruitment@epa.ie).**

Electronic applications will be accepted in Microsoft Word or a readable PDF file format. A readable PDF file format is when a Microsoft Word document is converted to a PDF document, using the 'Saved as' or 'Save a Copy' function in Word and selecting the file type as '.pdf'. The PDF text should appear on the screen in the correct orientation.

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### Candidates with Disabilities

Candidates who would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide the EPA with information to act as a basis for determining reasonable accommodations where appropriate. These reports must be forwarded by email to [recruitment@epa.ie](mailto:recruitment@epa.ie) marked for the attention of the Disability Officer, Human Resources before the closing date for applications for this competition.

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### Selection Information

The EPA will use the Information in the application form to shortlist candidates and scoring will be based on the information contained in the application form for the role of **Senior Manager (Level 2)**. Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the qualities, skills and knowledge required for the role.

The EPA will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice. Interviews are likely to be in person or virtually **the week of 27<sup>th</sup> January 2025**. A second-round interview may be held if required.

For more information in relation to the selection process please see **Appendix B**.

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### Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

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### Confidentiality and Freedom of Information

Subject to the provisions of the Freedom of Information Act, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Personal information supplied by applicants may be stored by electronic means e.g., in a database, for use solely for the purposes of processing your candidature and should you be successful, retained by the EPA's HR Team for employment purposes. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes. The provisions of the Data Protection Act, 1988 - 2018 will be fully complied with. Candidate records are retained electronically for a period of one year.

## Salary and Benefits

### Remuneration:

**Salary Scale:** \*€83,272 to €103,925 (PPC Rate) per annum includes provision for two Long Service Increments after three and six years respectively on the maximum of the scale for permanent staff. \*(A modified scale may apply to existing public/civil servants)

Candidates should note that new appointments 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. Long service increments may be payable after three (LSI-1) and six (LSI-2) years of satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Important Note:** Candidates should note that different salary terms and conditions may apply if, immediately prior to appointment, the appointee is/was a serving civil or public servant.

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### Annual Leave

30 days per annum.

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### Tenure

The term of appointment for the role will be permanent and pensionable. The appointee will be required to serve a twelve-month probationary period. If at any time during this probation it appears that the appointee would not be suitable for final appointment, the probation will be terminated.

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### Hours of Attendance

Hours of attendance at work will be arranged from time to time by the EPA and will amount to 35 hours net per week. Normal working hours will be 9.00 a.m. to 5.00 p.m. with a minimum of 30 minutes for lunch. The EPA operates of a flexible working hours scheme, flexi-leave is not available to this senior management grade.

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### Blended Working Policy



Blended working is part of the EPA commitment to be an employer of choice and it supports the organisation's ability to retain and attract high quality talent.

The EPA has a blended working arrangement with a minimum of two and a half days in the office/on site. Further details about the EPA policy in relation to blended working are available on request.

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### **Business Travel**

When absent from place of work on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Department of Public Expenditure and Reform regulations.

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### **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 Public Service Sick Leave Scheme.

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### **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.

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### **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.

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### **Pension Abatement**

If an appointee has previously been employed in the Civil or Public service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's 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 Body will support an application for an abatement waiver in respect of appointments to this position.

## Appendix A

### Level 2 Competencies — Effective Performance Indicators

	<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>Leads and maximises the contribution of the team, encouraging ownership and providing support.</li> <li>Provides clear direction and priorities to teams and monitors progress against strategic objectives.</li> <li>Creates an opportunity for everyone to fulfil their potential within the team through feedback, coaching &amp; skills development.</li> <li>Organises teams to encourage collaboration and brings together complementary skills and expertise.</li> <li>Sees arising conflicts and takes action at team/business unit/organisation level.</li> <li>Actively promotes diversity and equality of opportunity valuing difference and experience.</li> </ul>
	<b>Customer &amp; Stakeholder Focus</b>	<ul style="list-style-type: none"> <li>Leads and champions a customer and stakeholder focus within their team and the wider EPA.</li> <li>Negotiate and influences customers and stakeholders to ensure the best outcome.</li> <li>Liaises with customers and stakeholders to review and evaluate service levels.</li> <li>Engages effectively with a range of stakeholders, including members of the public.</li> <li>Understands the balance between meeting the customer's and stakeholders' needs, and the EPA business goals, including fiscal performance, and provides direction when there may be conflicts.</li> </ul>
	<b>Building Relationships &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>Actively coaches others to communicate effectively and with impact.</li> <li>Fosters a positive environment where constructive challenge and feedback is welcomed.</li> <li>Is a persuasive communicator, both orally and in written communication.</li> <li>Leads by example communicating in a truthful, straightforward manner, with integrity and impartiality.</li> <li>Promotes a working environment that supports the EPA values.</li> <li>Builds relationships with key customers and stakeholders to facilitate information sharing and problem solving.</li> </ul>

### Level 2 Competencies — Effective Performance Indicators

	<b>Management &amp; Delivery of Results</b>	<ul style="list-style-type: none"> <li>Delivers on challenging and complex tasks and provides creative solutions to problems.</li> <li>Collaborates with colleagues across the EPA to achieve organisation goals and ensure delivery of high standards of work.</li> <li>Plans and prioritises workload considering the competing priorities of the organisation and ensures quality outcomes are delivered on time.</li> <li>Is committed to initiatives to improve work practices and team and organisation performance.</li> <li>Identifies and manages risks and prioritises resources to put solutions in place.</li> <li>Leads and manages organisation change, mitigating the negative impacts on staff and service.</li> <li>Instils the importance of efficiencies, Value for Money (VFM) and ensures that governance requirements are met.</li> </ul>
	<b>Judgement, Analysis &amp; Decision Making</b>	<ul style="list-style-type: none"> <li>Is aware of and actively seeks to challenge own internal biases in decision-making.</li> <li>Maintains a broad, strategic perspective while identifying and focusing on own business goals.</li> <li>Adopts multiple approaches to problem solving and decision-making.</li> <li>Equips team members to make decisions ensuring they have sufficient information/resources to do so.</li> <li>Understands complex issues quickly, accurately absorbing and evaluating associated data.</li> <li>Balances the need between caution and decisiveness.</li> <li>Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.</li> </ul>
	<b>Specialist Knowledge/ Expertise &amp; Self Development</b>	<ul style="list-style-type: none"> <li>Is considered an expert by stakeholders in own field and actively coaches/mentors in their area of expertise.</li> <li>Role models self-development, seeking feedback and opportunities for growth and networking.</li> <li>Champions development, talent and career management of individuals and make learning a reality by encouraging and providing a range of development experiences.</li> <li>Identifies capability requirements needed to deliver future work and develops the team to meet these needs.</li> <li>Has a breadth and depth of knowledge of issues involving their own programme and is sensitive to wider policy and organisational priorities.</li> </ul>

## Appendix B

### Further Information on the EPA's Selection Process:

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#### Application:

Application Forms and Candidate Information Booklets are available from the careers section on the EPA website [www.epa.ie](http://www.epa.ie). Application forms must be completed and sent to [recruitment@epa.ie](mailto:recruitment@epa.ie).

Only applications submitted by email on the official EPA application form for this competition will be accepted. Applications sent to other email addresses will not be considered. Please note that cover letters and CVs are not required and should not be submitted. Canvassing is prohibited.

#### Please Note:

Applications will not be accepted after the closing date and late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed adequate transmission time for receipt of your application. Applicants must ensure they retain a copy of the email submitted including the date and time in case of any queries.

An acknowledgement email will generally be issued in respect of all applications received (simply acknowledging receipt and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of date of submission, the applicant should contact [recruitment@epa.ie](mailto:recruitment@epa.ie) to ensure the application has been received.

The EPA accepts no responsibility for communication not accessed or received by an Applicant. Notification to attend interview will issue at least one week in advance. Candidates who do not attend for interview when and where required, will have no claim for further consideration and their candidature will be deemed to be withdrawn.

The EPA will not be responsible for any expenses, including travelling expenses, candidates may incur in connection with this competition.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the EPA may, at its discretion, select and recommend another person for appointment on the results of this selection process.

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### Shortlisting

Normally the number of applicants exceeds the numbers required to fill existing and future vacancies to that position. This means that while you may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, the EPA may decide to invite a smaller number to interview. The EPA will conduct a shortlisting process to select a group that based upon examination of the application forms, appear to be the most suitable for the role. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that there are some candidates who are, *prima facie*, better qualified and/or have more relevant experience.

An expert board will examine the application forms 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/ experience in your application and to fully demonstrate your ability to carry out the role outlined.

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### Interviews

A competency interview will be the final stage of the selection process. An Interview Board will be appointed by the EPA to conduct the interviews. The interview will be based upon the EPA core competencies and the technical requirements for the role. Candidates invited for interview should familiarise themselves with the EPA competency framework for the **Level 2**. A description of the competencies is set out in Appendix A

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### Appointment from Panel

Through this competition, the EPA will establish a panel of the successful candidates in order of merit. Senior Manager (Level 2) – Technical and Regulatory, vacancies which arise may be filled from this panel, the location of these roles will be determined by Senior Management based on business needs. The panel will expire after twelve months or when it has been exhausted, whichever is sooner. Qualification and placement on a panel is not a guarantee of appointment to a position. Candidates not appointed at the expiry of the panel will have no claim to a position thereafter because of having been on the panel.

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### References

Prior to confirming an appointment, the EPA will make all such enquires deemed necessary, to determine the suitability of the candidate. The EPA will only contact the referees provided in your application should you come under consideration after the interview stage. Please note, should you be successful at final interview, we will require a reference from your current

employer prior to confirming appointment. Successful candidates will be required to complete a number of clearance processes such as health declaration or medical and any other relevant checks required for the particular role. Records are retained electronically for a period of one year.

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### Candidates Obligations

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 and if successful, they will not be appointed to the post unless they
- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- interfere with or compromise the process in any way.
- record the interview or any feedback conversations.

Candidates who are found in breach of any of the above, will be disqualified from the campaign and any offer of employment may be revoked/terminated.

A third party must not impersonate a candidate at any stage of the process.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g., through social media or any other means, may result in you being disqualified from the competition.

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### Feedback

Feedback in relation to the selection process is available on request.

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### Canvassing

Canvassing is prohibited and will result in disqualification from the competition.

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### Candidate review procedures in respect of the selection process

A request for review may be made by a candidate against a decision of the Agency. The review process is split into informal and formal stages. All requests for a review will be addressed using the informal process in the first instance. If, following the informal process, a candidate is subsequently not satisfied with the outcome, they can request a formal review process.

### **Informal Review**

A request for an informal review at shortlisting stage in the process must be made within two days of notification of the decision, and will normally, take place between the candidate and a representative of the EPA who played a key role in the selection process or alternatively a member of Human Resources.

If the candidate is not satisfied with the outcome of the informal process the formal review process, set out below, may be invoked. The candidate must invoke the formal process within two working days of the notification of the outcome of the informal process.

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### **Formal Review of the Selection Process**

A request for a formal review must be submitted by email to [recruitment@epa.ie](mailto:recruitment@epa.ie). When making a request for formal review, a candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request. A formal review will be carried out by two Human Resources staff. The outcome will be notified to the candidate within ten working days or within 5 days where the decision relates to a shortlisting decision.