

**Open Competition for Appointment to Corporate Affairs Manager
Grade: Higher Executive Officer**

Closing Date: 5pm Friday 2nd November 2018

**Contact: Ref CAM
Regulator of National Lottery
Recruitment Plus
20 Lr Kilmacud Road
Stillorgan
Co Dublin
Ph: +353 1 2788610
Email: rnl@rplus.ie**

Status of position: Permanent Contract

Authority: Regulator of the National Lottery

Location: Irish Life Centre
Lower Abbey Street, Dublin 1

Title of Position: Corporate Affairs Manager
(Higher Executive Officer Grade)

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▪ **ABOUT THE OFFICE OF THE REGULATOR OF THE NATIONAL LOTTERY (The Regulator)**

The Office of the Regulator of the National Lottery (RNL), is an independent regulatory office established by statute and our role is set out in the National Lottery Act 2013 (the Act).

Functions of the Regulator

The functions of the Regulator are described in the Act and include the following:

- To procure the holding of the National Lottery
- To monitor the operation of the National Lottery and to monitor and enforce compliance with the Act and the Licence to operate the National Lottery
- To consider for approval certain matters relating to the National Lottery (including schemes for National Lottery games)
- Manage and control the National Lottery Fund.

For full details please refer to the Act.

The Regulator carries out these functions in a manner most likely to ensure –

- a. that the National Lottery is run with all due propriety,
- b. that the interests of participants in the National Lottery are protected,
- c. that the long term sustainability of the National Lottery is safeguarded,

and subject to a) to c), to ensure revenues allocated to Good Causes are as great as possible.

The Regulator is also responsible for managing and controlling the National Lottery Fund.

▪ **JOB SPECIFICATION**

Job Title: Corporate Affairs Manager

Reporting to: The Regulator

Grade: Higher Executive Officer

Corporate Affairs Manager

The Regulator wishes to recruit a Corporate Affairs Manager at Higher Executive Officer grade. This person will lead a small team of staff (3) who deal with the Corporate Affairs functions in the Office of the Regulator to include the day to day control and management of Human Resources, Facilities Management, Procurement, IT, Risk Management, Health and Safety and all Corporate Governance matters.

The person will be responsible for developing and updating policies and procedures across the organisation in line with best practice and legislative changes to ensure effective systems are in place to support day to day operations and good governance across the RNL.

The Corporate Affairs Manager is also actively involved in the PMDS process and training of staff as required. As a member of the Senior Management Team, the Corporate Affairs Manager is required to dynamically contribute to the overall direction and effectiveness of the work of the RNL.

Key Responsibilities:

- Ensure statutory compliance in all corporate governance matters.
- Establish and maintain effective and efficient relationships with third parties who provide facilities management services to the RNL.
- Oversee all corporate procurement and public tendering.
- Responsible for the management of the IT Service Provider.
- Responsible for the Human Resources function.
- Lead on risk management in the RNL
- Liaise with the Finance Team on payroll and processing of payments.
- Maintain appropriate records to ensure Health & Safety and legislative obligations are met.
- Such other duties as may be assigned from time to time.

PERSON SPECIFICATION

Candidates must be able to demonstrate that they have **at least three of the criteria** identified in the list below in their written application.

Expertise and Experience for the Role

- Demonstrable ability to create, maintain and enhance productive working relationships with external service providers.
- Knowledge of best practice in governance arrangements and internal control
- Ability to determine and manage the effective use of resources available to the RNL.
- Demonstrate an understanding of the effective management of people
- Ability to analyse information, make critical decisions, influence and gain the commitment of others.
- Demonstrated ability to administer legislative, statutory & contractual obligations;
- At least 3 year's experience of working in a similar role

Desirable:

- Educated to Honours Bachelor's degree level (NFQ Level 8 on the Irish National Framework of Qualifications) in the area of management and/or an area directly related to the functions of the role;
- Experience of procurement and contractor management
- Experience of overseeing the management of a corporate Communications function.
- Relevant qualifications in the area(s) of Training and/or Management qualification (e.g. MBA) Experience and knowledge of employment law, IT or Project Management
- Ability to apply general business knowledge to the role from relevant commercial experience
- Previous Public Sector experience.

REQUIRED COMPETENCIES

- Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communications Skills
- Teamwork
- Drive and Commitment
- Specialist Knowledge, Expertise and Self Development

▪ PRINCIPAL CONDITIONS OF SERVICE

General

The appointment is to a post with the Office of the Regulator and is subject to the National Lottery Act 2013.

▪ Pay

The salary scale for the position (rates effective from 1 January 2018) is as follows:

Corporate Affairs Manager (Higher Executive Officer) – Personal Pension Contribution

€48,028, €49,432, €50,832, €52,233, €53,638, €55,040, €56,441, €58,466 (LSI 1),
€60,486 (LSI 2)

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 may be adjusted from time to time in line with Government Policy. Please note that different terms and conditions may apply if the successful applicant is a serving civil or public servant prior to taking up this position with the RNL.

▪ OTHER CONDITIONS WHICH GENERALLY APPLY TO APPOINTEES TO THIS POSITION

Tenure

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. A 9-month probation period will apply.

Headquarters

The Office of the Regulator is currently located at Block D, Irish Life Centre, Abbey Street Lower, Dublin 1.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The position holder will be required to work a five-day week. Hours of attendance will be as specified by the Regulator. **Please note that Flexitime and remote working arrangements are not available for this position.**

Annual Leave

The Annual Leave allowance for the position is 29 days rising to 30 days after 5 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the Office of the Regulator, is based on a five-day week and is exclusive of the usual public holidays.

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 sick leave circulars for the civil and public service.

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 Office of the Regulator. 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.

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.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing as a Public Servant at the time of being offered an appointment. In general and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

(a) Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension Age changes.

(b) 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 would 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.

(c) 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 the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.

(d) 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.

(e) 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.

(f) 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.

(g) 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 for this position

To apply for this role please submit an up to date CV setting out your work experience beginning with your most recent employer **AND** a 2 page A4 cover letter outlining the reasons you are applying for this post and which of the 3 criteria (from the Expertise and Experience section above) you wish to have taken into consideration in your application. Please outline how you specifically meet each expertise.

Applications for this post should be submitted by email to Hazel Whelan, Recruitment Plus, Email: rnl@rplus.ie no later than **17.00 on Friday 2nd November 2018**. Alternatively, applications can be sent by post to Hazel Whelan, Ref RNL, Recruitment Plus, 20 Lower Kilmacud Road, Stillorgan, Co Dublin.

Applications will not be accepted after the closing date.

Please note : BOTH CV and cover letter must be submitted for your application to be considered. The information provided by you in your application will be used to prepare a shortlist of applicants for interview.

Further information, full information booklet and organisational chart can be found on www.rnl.ie

▪ **SELECTION METHODS**

The selection process will be based on:

- the information received in your application
- a competitive interview process
- satisfactory references (referees will not be contacted without the candidate's prior agreement)

The Regulator reserves the right to require candidates to attend a second competitive interview if deemed necessary.

▪ **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, the Regulator may decide that a number only will be called to interview. In this respect, the Regulator 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.

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

▪ **OTHER IMPORTANT INFORMATION**

The Regulator 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 the Regulator 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 Regulator will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Regulator 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.

Candidates must not:

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

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

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

where 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 the Regulator, or who do not, when requested, furnish such evidence as the Regulator requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

- **GDPR**

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

When your application form is received, we create a record in your name, which contains the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful this information, together with employment relevant information sought you provide will be held by the Regulator. Such information held is subject to the rights and obligations set out in the General Data Protection Regulation (EU) 2016/679.