



An
Phríomh-Oifig
Staidrimh

Central
Statistics
Office

CENSUS
3 APRIL 2022
www.census.ie

CANDIDATE INFORMATION BOOKLET

Census of Population 2022

Open competition for appointment to the position of:

**Temporary Part-Time Census Enumerators
Closing Date: Friday 3 December 2021 at 2.00 p.m.**

Applicants should note that government restrictions related to Covid 19 may require the CSO to terminate this recruitment campaign and/or any appointments arising from it prior to the scheduled commencement of, or during the contracts. Given the critical public-facing nature of roles associated with the Census, a core consideration will be the risk categorisation of a prospective candidate based on national public health advice. Applicants acknowledge this to be the case in submitting an application to the CSO for consideration.

Candidates are advised to carefully study this information booklet before completing the on-line application form.

The Central Statistics Office is committed to a policy of equal opportunity. This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie.

Central Statistics Office (CSO)

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

The CSO has staff located in Cork, Dublin and a nationwide field staff. The CSO strives to keep society fully informed by producing accurate, objective, timely, accessible and trustworthy Official Statistics. The CSO is a dynamic and innovative environment in which to work, with strong professional relationships with international bodies.

A Census of Population will be held on **Sunday 3 April 2022**. A large force of temporary field personnel will be recruited to conduct the census enumeration. For census purposes, the country will be divided into 46 designated regions each comprising some 10 to 13 field districts. The field force structure will be as follows:

- **6 Census Liaison Officers**
- **46 Regional Supervisors**
- **466 Field Supervisors**
- **Approximately 5,100 Enumerators**

The Central Statistics Office (CSO) is holding a competition to recruit approximately 5,100 Census Enumerators. Successful candidates may be offered fixed purpose contracts commencing on 28 February 2022 for a period not exceeding 10 weeks.

Application

Applications will only be taken through the CSO website, census.ie from Thursday 25 November 2021 and the competition will close at 2.00pm on Friday 3 December 2021, or when the total number of applications received reaches 15,000, whichever is the earlier. In the event that the competition closes before **Friday 3 December 2021** a notice to this effect will be posted on the website.

Please note once the form is submitted and the competition closes, no changes can be made.

Communication

It is strongly recommended that you do not change your email address or mobile phone number during this recruitment competition, as any email/text message will be sent to the email address/telephone number originally supplied. Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. CSO will only communicate application information with the candidate and not with any third party.

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements - Candidates must, by the date of any job offer, 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 is a spouse or child of an EEA or UK 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 the UK or Switzerland and has a stamp 4 visa.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Civil Service Incentivised Scheme for Early Retirement (ISER) (Department of Finance Circular 12/09)

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

Department of Health and Children Circular (7/2010)

The Department of Health and Children 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 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.

The CSO is an equal opportunities employer, there is no upper age restriction for applicants.

Personal specification

1. Essential Requirement - To be eligible for consideration, candidates must:

- be prepared to devote, typically 22 hours per week, mainly in the evenings/weekends, to census duties (including training) for a period of 10 weeks from 28 February to 6 May 2022.
- (in rural areas) – hold a current, full driving licence and have the full-time use of a motor car for the period of employment (this is not a requirement for urban areas).
- have the ability to understand and execute detailed instructions issued by the Central Statistics Office.
- have good command of English, both written and oral.
- provide secure and confidential storage in their home for all census material and equipment for their enumeration area.
- be eligible under citizenship requirements.
- provide a residential address in Ireland at date of appointment.
- Appropriate training will be provided remotely through Zoom. To facilitate this training, applicants are required to have access to a workable electronic device, such as a PC, laptop or tablet. Good connectivity to Wi-Fi is also required for training

2. Desirable - Candidates should have

- a good general education.
- experience in dealing with the public.
- ability to communicate through Irish, particularly for enumerators operating in Gaeltacht areas but would also be an advantage for enumerators operating in other parts of the country.
- survey, market research or practical social work experience.
- experience using a Smartphone

Applications from persons of all ethnic and cultural backgrounds, or from those with experience of working with diverse groups, are welcome.

Job Specification – Temporary Census Enumerator (Part-Time)

Headquarters: Own home
Reporting to: Field Supervisor
Number of positions: 5,100 approximately

Duties – General

The enumeration of all dwellings, households and persons within the enumeration area for which you are responsible and the summarisation of this data.

Duties – Particular

1. Attend training courses given by Field Supervisor
2. Study carefully and understand the contents of the enumerator's manual
3. Make a comprehensive visual survey of the assigned enumeration area, make contact with all householders and deliver Census forms to all occupied dwellings.
This will entail:
 - familiarisation in advance with the enumeration map and CMS (Case Management System) which will be provided on a smart phone
 - visiting all dwellings marked on the map and doing a full visual check to identify any unlisted dwellings
 - record any new dwellings on CMS (Case Management System) and map
 - distributing the Census forms, explaining the Census and arranging (where possible) a date and time for their collection
 - record interactions with all householders within the CMS (Case Management System)
4. Collecting the Census Forms
This will entail:
 - Studying and becoming thoroughly familiar with the questions on the Census form
 - Calling back repeatedly to dwellings until a completed form has been collected from all dwellings that were occupied on Census Night, 3 April 2022
 - Examining the completed Census form at the doorstep (and where incomplete, asking further questions to complete the form)
5. Finalising and summarising Census returns
6. Meeting all applicable deadlines and ensuring that all occupied households in their area complete and return a census form.

Relationships

The Enumerator will be accountable to a Field Supervisor and will be required to keep him/her fully informed of work progress.

The Enumerator will be in constant contact with the public and it is essential that they should display the personal qualities of tact, trustworthiness, confidentiality and courtesy.

Principal Conditions of Employment as Temporary Census Enumerator

General

The appointment is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to employment in the Civil Service.

Pay

Remuneration will be on a fee/allowance basis as follows

Total payment for each household enumerated depending on status;	€
(a) New Household	2.40
(b) Temporarily Absent Home	2.40
(c) Temporarily Absent Away	2.40
(d) Household Unoccupied	1.20
(e) Refusal/Escalation	2.20
(f) Completed Forms	4.10
(g) Communal Establishments	4.10
Training Allowance	220.00
Summarisation/Finalisation	240.00
Difficult to Enumerate Allowance	450.00
Atypical Allowance (see below)	230.00
Terminal Allowance	495.00
PDA (Travel Allowance)	Variable
Home Storage Allowance	170.00

Fees payable for communal establishments with up to 10 residents will be as for private households. For larger communal establishments, an additional fee of €4.10 will be payable for every 10 persons in excess of the first 10 enumerated.

Difficult to Enumerate Allowance

The CSO has developed a Difficult to Enumerate Index (DEI) score for each enumeration area and will pay €450 to enumerators in approximately 444 enumeration areas (of the 5,100 total) that have been deemed very difficult or extremely difficult to enumerate, where the officer has performed their duties in a satisfactory manner. If you are assigned to a DEI area you will be notified with your offer of appointment.

Atypical Allowance

It is envisaged that during the course of the census enumeration that enumerators will be required to work on a flexible basis and this may mean working on some Sundays and Public Holidays in order to carry out their duties. In recognition of this work requirement an additional once off allowance of €230.00 will be paid. This payment is in the nature of pay and is reckonable for pension purposes. Once the conditions for this payment are met, the payment will be made on a lump sum basis at the end of the contract period.

Terminal Allowance

A terminal allowance of €495.00 may also be paid at the end of the contract period to those Census Enumerators who continue in employment until their services are no longer required and who satisfy the following criteria:

- the Census is completed satisfactorily for the area for which the officer had responsibility,
- specified deadlines have been met for the completion of each part of the census enumeration in the enumeration area,
- the officer has performed their duties in a satisfactory manner,
- the officer has displayed good time management skills and adhered to the travel guidelines,
- the officer has been satisfactory in general conduct.

Under no circumstances will a terminal payment in excess of €495.00 be paid. Should an officer's appointment be terminated before all assigned duties have been completed, fees and allowances due (if any) will be assessed by the Central Statistics Office on the basis of its estimate of the proportion of the total work the officer has satisfactorily completed. No terminal payment will be payable in any such case.

PDA Allowance

A separate pre-determined travel allowance is payable for each enumeration area. The amount of the allowance has been calculated by the Central Statistics Office on the basis of its estimate of the necessary travel within the enumeration area for the purposes of the Census of Population 2022. Should an officer fail to complete all assigned duties, the amount payable will be recalculated by the Central Statistics Office on the basis of its estimate of the proportion of the work that has been satisfactorily completed.

Home Storage Allowance

An allowance of €170.00 is payable as a lump sum at the end of the contract term for the provision of safe and secure storage in the officer's own home for all the Census of Population 2022 documentation. This payment may be made once the following criteria are met:

- the officer must provide secure and confidential storage in their own home for all Census material and equipment,
- only persons who are Officers of Statistics for census purposes may have access to this material,
- the accommodation and other facilities provided by the officer are suitable from the point of view of the safety of the official property kept and the satisfactory conduct of official business.

Weekly Advance

Gross fees, allowances and bonus (if any) due will be calculated when all duties have been satisfactorily completed. A weekly advance of €140.00 (payable weekly in arrears and deductible from the final net amounts due) will be made in the interim. The weekly advance will be paid in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply a bank account number and bank sort code to the Census Recruitment Section. Statutory deductions from salary will be made as appropriate by the Central Statistics Office. The rate of remuneration may be adjusted from time to time in line with Government pay policy. If you are already in receipt of a public service pension, abatement arrangements will apply to pay due to you under this contract.

Overpayment of salary

Officers will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to them in accordance with the Payment of Wages Act, 1991. The CSO will advise in writing of the amount and details of any such overpayment and give at least one week's notice of the deduction to take place and will deduct the overpayment within six months of such notice in accordance with the Act. This will be managed in accordance with Circular 07/2018.

Tenure

1. The appointment is to a temporary, part-time position in the Civil Service. It carries no entitlement to permanent status, by way of limited competition or otherwise.
2. The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.
3. In accordance with the Protection of Employees (Fixed Term Work) Act, 2003, the contract is on a fixed purpose contract basis only on the following grounds. This appointment will commence from 28 February 2022 and will be to conduct the census 2022 enumeration in an assigned area. This appointment will terminate when all assigned duties have been completed but, in any event, no later than 6 May 2022.
4. The Central Statistics Office reserves the right to terminate the officer's employment prior to the date of cessation on giving of the appropriate notice set down in the Minimum Notice and Terms of Employment Acts, 1973 to 2005. The Central Statistics Office also reserves the right to terminate the officer's employment for stated reasons.
5. In the event of unsatisfactory performance of duty, the appointment may be terminated by notification in writing one week prior to the proposed date of termination.
6. In the event of serious, misconduct the appointment may be terminated without notice.
7. In the event of the appointment being terminated under the terms of paragraphs 4, 5 or 6 above, no remuneration or compensation will be payable other than that applicable to work carried out and no bonus of any amount will be payable.
8. This position will be subject to satisfactory completion of a probationary period of 2 weeks on commencement of the contract. During the period of probation, the officer's performance will be subject to review by Census Management to determine whether they:
 - i have performed the duties outlined above in a satisfactory manner,
 - ii have displayed good time management skills and adhered to the travel guidelines,
 - iii have been satisfactory in general conduct, and
 - iv are suitable from the point of view of health with particular regard to sick leave.

Census Management will explain the detail of the probationary process to the officer. Census Management will also carry out an end-of-contract assessment of the officer's performance.

Unfair Dismissals Acts, 1977-2015

The Unfair Dismissals Acts, 1977-2015 will not apply to the termination of an officer's employment by reason only of the expiry of this fixed purpose contract without it being renewed or the cessation of the purpose of the contract.

Duties

The officer will be required to perform any duties which may be assigned to them from time to time as appropriate to the position of Census Enumerator by direction of the Director General of the Central Statistics Office. In particular, an officer will be required to study and apply the instructions precisely as outlined in the Enumerator's Manual.

An officer will be required to attend any training/briefing courses deemed necessary and to become familiar with the instruction documentation provided.

Hours of Attendance

Census Enumerators have flexibility to arrange their own weekly working hours. However, working times must facilitate making contact with households to deliver/collect the census forms by the set target dates. Based on previous experience, typically 22 hours per week, mainly in the evenings and at weekends, is necessary. This working pattern has been taken into account in determining the fees/allowances payable. An officer will be obliged to keep a record of the hours worked and forward these records on a weekly basis to the CSO.

Use of a Motor Car

If an officer is required to use a car for their official duties they must hold a current, full driving licence and have the full-time use of a car during the period of employment.

The onus will be on officer to satisfy themselves by consulting their insurance company that their existing motor policy covers their driving whilst employed on census duties. Officers who are required to pay higher premiums to effect insurance cover for their own cars because they necessarily carry goods or equipment while travelling on official business may be recouped, on the production of the necessary receipts, and a letter from the insurance company detailing the reason for the extra expenditure involved.

Prior to using their car for official purposes, a form of undertaking will have to be signed by the Census Enumerator. This form will be issued by the CSO. When travelling by car on official duties it is not permissible to carry passengers who are not census personnel or to be driven by another person who is not employed on the census.

In the event that the officer becomes unable to comply with the provisions of the paragraph above, their appointment will terminate automatically.

Annual Leave

The granting of annual leave will be at the discretion of the Director General of the Central Statistics Office and will be subject to the exigencies of the work requirements. The holiday allowance, which is subject to the usual conditions regarding the granting of annual leave, is subject to the Organisation of Working Time Act, 1997. Remuneration for any untaken holiday leave will be made at the end of the contract term.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars. Appointees, who will be paying the 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 direct to the CSO. Payment of salary during illness will be subject to the appointee 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

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 (Contributory), currently 66.
- 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).

Where the appointee is 70 years of age or over, they are not entitled to superannuation benefits in respect of this employment and will not be included in this pension scheme. (This excludes those who have been employed as a Civil/Public Servant within the last 26 weeks). The CSO will facilitate but not contribute to membership of a PRSA.

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 their 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 to 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 their 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 upon request.

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 (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.

Different terms and conditions may apply depending on your personal circumstances including previous public service employment.

Secrecy, confidentiality and standards of behaviour

The appointee will during the period of employment be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act 2014. The appointee will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment. Appointees will for the term of this contract be appointed an Officer of Statistics under the Statistics Act, 1993. Appointees will agree to abide by the rules governing Officers of Statistics as set out in the Act.

Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those appointed will be required to complete a health and character declaration form and have completed the Garda eVetting process.

Civil Service Code of Standards and Behaviour

An officer will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act, 1995

The Ethics in Public Office Act, 1995, will apply, where appropriate, to these employments.

Statistics Act 1993

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

Authorisation Card

All officers will be supplied with an authorisation card (ID card) certifying their appointment. This card must be carried at all times while on duty and must be shown on demand.

Prior Approval of Publications

All officers will agree not to publish in any format, including blogs and other social media, material related to their official duties without prior approval by the Director General of the Central Statistics Office.

Political Activity

During the term of their employment all officers will be subject to the rules governing civil servants and politics. This includes a prohibition on political canvassing.

Personnel Code

All circulars are available on the website <http://www.gov.ie/circulars/> or from the Human Resource Management Section.

Census of Population Documentation and Equipment

All documentation, equipment etc. issued to an officer by the CSO for the purposes of their work on the census will remain the property of the CSO. They will be obliged to take good care of all such property and observe all conditions which the CSO imposes in relation to the use and care of such property. On termination of their employment or completion of their duties, they will be required to return all such property to the CSO, including but not limited to mobile phones and chargers, laptops and ancillary equipment. **Failure to return all CSO equipment as instructed may result in reduction of final payment.** All officers will be required to abide by the CSO's ICT Acceptable Use Policy.

No Further Entitlements

Engagement under this contract does not confer any entitlements to engagement on subsequent surveys and does not represent any undertaking by the Central Statistics Office to the re-engagement of a person appointed for the 2022 census.

Important Note

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.

The Selection Process

The selection process comprises of a competitive interview, as outlined below.

The Competition

The selection process will comprise of a competitive interview conducted by the CSO. The onus is on all candidates to make themselves available for interview (if requested) on the date/time specified by the Central Statistics Office. Any expense incurred in attending for interview and, if successful, in subsequently taking up employment must be borne by the candidate. **Video interviewing may form part of this process.**

Panel

A panel of successful candidates for each position will be created following this competition from which the required compliment of officers may be drawn. Successful candidates will be appointed from these panels according to their panel placing and geographical location. An offer of a contract to work as a Census Enumerator with the 2022 Census of Population will not guarantee a similar subsequent offer of work in the CSO.

The panel will remain in place for the duration of the census. However, the CSO reserves the right to complement or terminate the panel at any time.

Code of Practice

This recruitment and selection process will be conducted in accordance with the Code of Practice titled "Code of Practice for Appointment to Positions in the Civil Service and Public Service" (No. 01/17) published by the Commission for Public Service Appointments. The Code of Practice may be accessed by visiting www.cpsa.ie. Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

Complaints/requests for review will be considered by the CSO in accordance with the procedures and time scales set out in the Code of Practice.

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
- canvas any person with or without inducements
- impersonate a candidate at any stage of the process
- 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 and/or imprisonment.

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

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

Specific candidate criteria

Candidates must:

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

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

- a) Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- b) Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
- c) Complete a Health and Character declaration.

Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided.

*Please note, if you have lived / worked in a country outside the Republic of Ireland for more than 6 months during the **last 5 years**, you will require security clearance from that country also.*

It is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country.

It is your responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Deeming of Candidature to be withdrawn

The onus is on candidates to make themselves available for interview and requests for postponements will not be considered. Candidates who do not attend for interview when and where required by the CSO, or who do not, when requested, furnish such evidence, as the CSO require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Other Important Information

The admission of a person to this competition, or invitation to attend interview, or a successful result email, is not taken as implying the CSO is satisfied the applicant fulfills the requirements for the role. Prior to recommending any applicant for appointment to this position the CSO will make all such enquiries that are deemed necessary to determine the suitability of the applicant. Until all

stages of the competitive 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.

Use of Recording Equipment

CSO does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

Data Protection Acts, 1988 to 2018

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information will be retained by the CSO's HR division for employment purposes. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 to 2018 and will be retained in accordance with our obligations under the National Archives Act.

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

Applicants who choose to opt in to future contact from the CSO in relation to further employment opportunities will have their personal information retained by the CSO's HR division for a period of 4 years and then deleted.

To view our Data Protection and Transparency statement in detail please click on the following link <https://censusrecruitment.cso.ie/>

Privacy Statement

The CSO census fully respects your personal privacy rights and does not, as a general rule, collect personal information of any kind, without your clear permission. Any personal information which you volunteer to the CSO will be treated with the highest standard of security and confidentiality, strictly in accordance with the principles of the General Data Protection Regulation (GDPR) and Data Protection Acts.

To view our privacy statement in detail please click on the following link <https://censusrecruitment.cso.ie/>