



Candidate Information Booklet

**Temporary Vacancies for Census Liaison
Officers and Census Regional Supervisors**

Closing Date: 06/05/2026



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office



Temporary Vacancies for Census Liaison Officers and Census Regional Supervisors

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.

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

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Central Statistics Office (CSO)

The CSO is Ireland's National Statistical Institute. 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 1,255 staff, located in Cork, Dublin and 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.

The CSO will carry out a Census of Population in 2027. New for Census 2027 will be the availability of an online census form. This is the first time in Ireland that the public will have the option to complete their census digitally while paper forms will also be available. In another significant change, the census will be available to complete in the weeks leading up to census date rather than on a single night.

A large force of temporary field personnel will be recruited to facilitate the census enumeration. For census purposes, the country will be divided into 46 designated regions each comprising between 8 to 13 field districts. The field force structure will be as follows:

- 6 Census Liaison Officers
- 46 Census Regional Supervisors
- 466 Census Field Supervisors
- Approximately 3,800 Field Support Officers.

The CSO is holding a competition to recruit 6 Census Liaison Officers (based in Swords, Co Dublin) and 46 Census Regional Supervisors (for the time being the Director General has designated the officer's home as headquarters). Successful candidates may be offered fixed purpose contracts commencing in September 2026 for a period not exceeding 9 months.

Equality, Diversity and Inclusion

The CSO is committed to recruiting diverse talent to take up civil service employment opportunities. As recruiters and employers, we recognise and value the importance of attracting and welcoming a workforce that is responsive, accessible, resilient and reflective of the community it serves.

We believe that a thriving, inclusive civil service that is energised by the contribution of employees from all sectors of society leads to more innovative, productive workplaces and more responsive and inclusive policies, programmes and services. All of our activities and initiatives are underpinned by our Equality, Diversity and Inclusion Action Plan, which is overseen by the EDI Steering Committee.

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

The CSO achieved Bronze Investors in Diversity accreditation in 2022, progressed to Silver accreditation in 2023, and received Silver re-accreditation in 2025 through the Irish Centre for Diversity.

Census Liaison Officer

About this Role

Responsible for overseeing the effective planning and successful execution of the Census 2027 enumeration across 7–8 census regions. The Census Liaison Officer acts in a key link capacity between the Census Administration HQ in Dublin and the census field operation. They will assist in the general preparations for the census fieldwork.

Reports to: Senior management in Central Census Administration

Manages: The work of 7 to 8 Census Regional Supervisors

Location of Post

The commitment for this post will be from 21st of September 2026 to 25th of June 2027. Hours will be 41.15 gross or 35 net per week, with headquarters at Central Statistics Office, Swords, Co Dublin.

Principal Duties

Census Liaison Officers will be based at Census Headquarters in Swords, Co. Dublin for the duration of their contracts. They will act as the primary link between the central census headquarters and the field operations.

Each Census Liaison Officer will be responsible for overseeing census activity across 7–8 designated regions. This includes closely monitoring the progress of enumeration, providing guidance, relaying instructions from headquarters to field teams, and resolving day-to-day operational issues. Officers will also be required to become proficient in the new smartphone application used to record household interactions.

Additionally, they will support headquarters staff in the recruitment of Census Field Supervisors and Field Support Officers.

Other duties include:

- Being proficient with relevant IT systems, including the Census Customer Relationship Management (CRM) platform.
- Manage and coordinate field operations to ensure full and efficient coverage of assigned regions.
- Provide leadership, direction, and ongoing support to a team of Regional Supervisors.
- Identify and manage operational risks arising in the field.
- Review and analyse field reports to identify trends, progress issues, or anomalies.
- Recruit, train, and supervise a large temporary field workforce.
- Assist with a range of HR-related responsibilities throughout the census cycle.
- Conduct exit interviews and complete performance assessment forms where required.
- Plan and support community outreach and engagement initiatives to promote census participation.

The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time. The positions are full-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Census Regional Supervisor

About this Role

Responsible for ensuring the smooth and effective implementation of the Census 2027 enumeration within an assigned region. This involves closely overseeing progress in each field district to ensure that all work is carried out according to the detailed guidelines provided by Census Headquarters in Swords, Co. Dublin, and that all specified deadlines are met.

Reports to: Census Liaison Officer in the Census Headquarters in Swords, Co. Dublin.

Manages: The work of some 8 to 13 Field Supervisors who in turn will have a team of Field Support Officers.

Location of Post

The commitment for this post will be from 19th of October 2026 to 18th of June 2027, with 41.15 hours gross or 35 hours net per week. The officer's headquarters will be such as may be designated from time to time by the Director General of the Central Statistics Office. For the time being the Director General has designated the officer's home as headquarters. An Office Accommodation Allowance of €12.77 gross per week worked is payable as a lump sum at the end of the contract term for the provision of this facility. This payment may be made once the following criteria are met:

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

When absent from home and headquarters on duty, the officer will be paid appropriate travelling expenses and subsistence allowances subject to the normal Civil Service regulations.

Principal Duties

The Census Regional Supervisor is responsible for ensuring the effective and accurate completion of the census enumeration within their assigned region. The Census Regional Supervisor will oversee 10 to 13 Census Field Supervisors, who in turn manage teams of Field Support Officers. The role includes assisting with the recruitment and training of field staff within their region and neighbouring regions, as well as applying rigorous quality control to all field operations. The Census Regional Supervisor will also be required to be proficient with the smartphone application used to record interactions with households. The role is carried out under the guidance of an assigned Census Liaison Officer.

Key Responsibilities include:

- Becoming proficient in several IT systems, including the Census Customer Relationship Management (CRM) system.
- Recruiting, training, and providing effective leadership to Field Supervisors and Field Support Officers.
- Identifying and managing risks associated with fieldwork operations.
- Implementing the census enumeration plan for the assigned region in line with census management directives.
- Handling a range of human resource responsibilities throughout the census period.
- Conducting exit interviews and completing staff assessment forms where required.
- Planning and supporting community engagement and outreach initiatives to promote census participation.
- Fulfilling local media requests.

The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time. The positions are full-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Eligibility Criteria for Census Liaison Officers & Regional Supervisors

1. Essential Requirements

Candidates must, within the last ten years, have acquired at least three years of practical experience in two or more of the following areas:

- Managing at a senior level, reporting directly to a Chief Executive or senior management within a large organisation.
- Supervising staff, ideally in a remote or blended work environment, and overseeing the organisation of work for teams of 10 or more people.
- Designing, organising, and delivering training programmes.

2. Post Specific Requirements

Candidates must also:

- Have a strong working knowledge of employment rights legislation and a good understanding of procedures used within the Irish Civil Service.
- Demonstrate excellent written and spoken English.
- Possess strong communication, negotiation, and relationship-building skills, with proven experience of engaging effectively with a broad range of stakeholders and members of the public.
- Be capable of working independently, taking initiative, and contributing effectively within a team environment.
- Be able to prioritise, plan, and manage a varied and demanding workload in a busy setting.
- Demonstrate the ability to take responsibility for meeting defined performance targets with clear accountability for outcomes.
- Be proficient in the use of Microsoft Office applications (including Word, Excel, and Teams), smartphones, and associated digital tools.
- Be available to work full-time for the duration of the contract.

- Hold a full, current, clean driving licence and have full-time access to a car for the contract period.
- Be eligible under citizenship requirements.
- Provide a residential address in Ireland at the time of appointment.

3. Desirable Requirements

The following would be advantageous for candidates to have:

- NFQ level 5 or higher would be desirable.
- Direct involvement in the recruitment of staff at all levels and with a proven knowledge of employment legislation relating to fixed purpose contracts would be desirable.
- Have reliable access to high-quality Wi-Fi throughout the recruitment process and, if appointed, for the duration of the contract.
- More than 2 years Civil Service or Public Service would be desirable.

4. Citizenship Requirements

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 permission¹ or a stamp 5 permission.

¹ Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

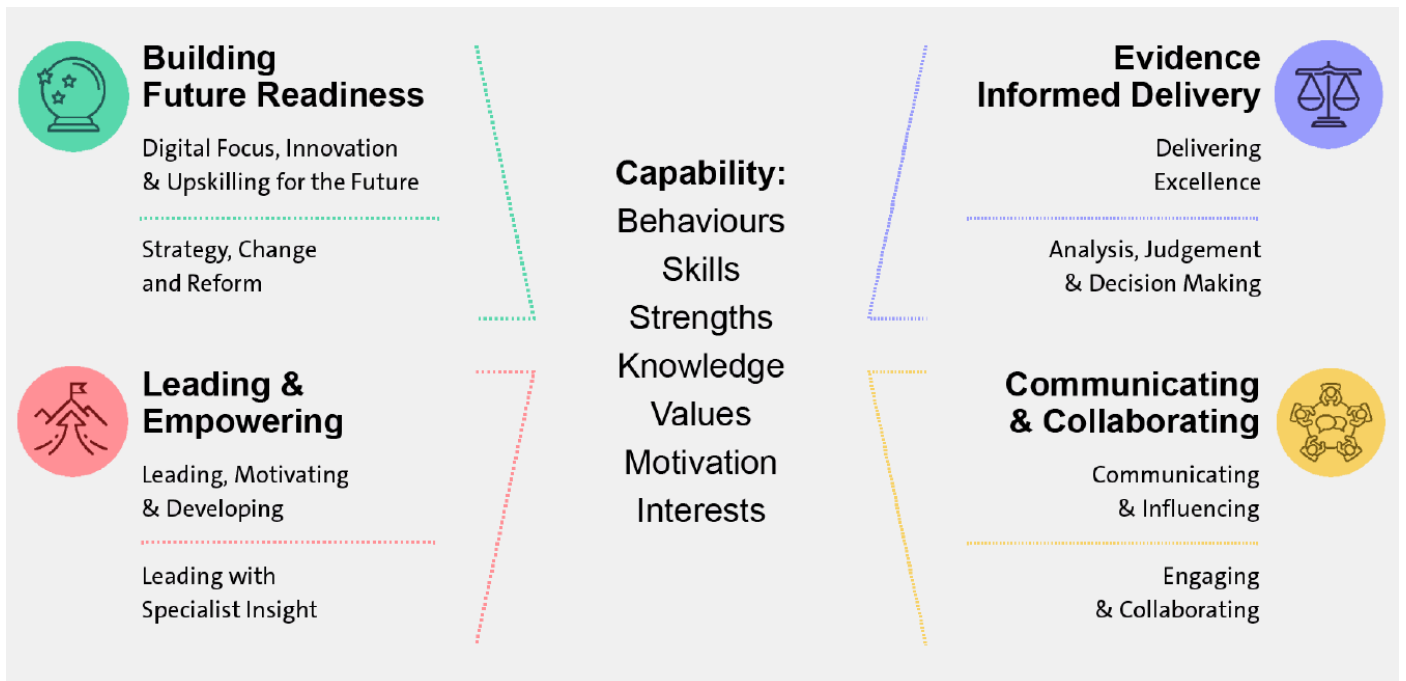
To qualify candidates must be eligible by the date of any job offer.

If your visa expires, this may result in your being stepped down from your employment until such time as you have regularised your permission to work in the State.

How to Apply

Applications will be taken only through the CSO website, <https://recruitment.census.ie/> from 22nd of April 2026 and the competition will close 6th of May 2026, or when the total number of applications received reaches 1,200 whichever is the earlier. In the event that the competition closes before the 6th of May 2026 a notice to this effect will be posted on the website. All applicants will need to have access to a device and WIFI for the duration of this recruitment campaign. Please note that a single competition is being run for both positions. Candidates may apply online for both senior manager positions or they may opt to apply for one or other of the positions only. However, once the form is submitted the only change that can be made is to the job preference and once the competition closes no changes can be made.

Capability Framework Overview



The Capability Framework supports the Civil and Public Service in building the workforce of the future. The ambition is to attract, empower and develop a diversity of people, with the capability and talent to collaboratively deliver excellence, on behalf of our government and the people of Ireland.

It has four broad categories, titled capability dimensions:

- Building Future Readiness
- Evidence Informed Delivery
- Leading & Empowering
- Communicating & Collaborating

These are the key dimensions identified as success in the civil service at all levels. The Candidates Capability Profile is established by exploring their behaviours, skills, strengths, knowledge, values, motivation & interests in relation to the capability dimensions.

For these interviews, the board will utilise the Civil Service Capability Framework. A detailed explanation of the Capability Framework can be found at <https://www.publicjobs.ie/en/information-hub/capability-framework>.

Terms and Conditions

Tenure

The appointment is to a temporary, full-time position in the Civil Service. It carries no entitlement to permanent status by way of limited competition or otherwise. 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.

The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Act, 1973 to 2005.

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 on 21st of September 2026 in the case of a Census Liaison Officer and 19th of October 2026 in the case of a Census Regional Supervisor and will be to manage the census 2027 field operation. These appointments will terminate when all assigned duties have been completed but, in any event, no later than 25th of June 2027 in the case of a Census Liaison Officer and the 18th of June 2027 in the case of a Census Regional Supervisor.

The CSO 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.

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.

In the event of serious misconduct, the appointment may be terminated without notice.

In the event of the appointment being terminated under the terms of paragraphs above, no remuneration or compensation will be payable other than that applicable to work carried out and no additional payment of any amount will be payable.

This position will be subject to satisfactory completion of a probationary period of 9 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:

- have performed their duties in a satisfactory manner,
- have displayed good time management skills and adhered to travel guidelines,
- have been satisfactory in general conduct, and
- have achieved satisfactory levels of attendance.

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.

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 term contract without it being renewed or the cessation of the purpose of the contract.

Remuneration

Pay: For the position of **Census Liaison Officer**, the rate of pay will be €59,435 annual equivalent. Where the appointee is 70 years of age or over, the rate of pay will be €56,607 annual equivalent, non-PPC aligned. Payment will be made as a double week on the Friday of the second week and then weekly after that. This payment is by Electronic Fund Transfer (EFT) into a bank account of the officer's choice. Payment cannot be made until the officer supplies IBAN/BIC details to the Census Recruitment Section. The CSO will validate your bank details through a third party.

For the position of **Census Regional Supervisor**, the rate of pay will be €38,419 annual equivalent plus supervisory allowance of €130.59 per week. Where the appointee is 70 years of age or over, the rate of pay will be €36,843 annual equivalent, non-PPC aligned, plus allowance of €130.59 per week. Payment will be made as a double week on the Friday of the second week and then weekly after that. This payment is by Electronic Fund Transfer (EFT)

into a bank account of the officer's choice. Payment cannot be made until the officer supplies IBAN/BIC details to the Census Recruitment Section. The CSO will validate your bank details through a third party.

Atypical Work Allowance: It is envisaged that during the course of the census enumeration that Census Regional Supervisor's will be required to work outside normal hours in order to support their team of Field Support Officers during the busiest time of the delivery and collection stage of the census. Furthermore, Regional Supervisors will be required, in conjunction with CSO management to provide cover for colleagues in adjacent areas during temporary periods of absence due to annual leave, sick leave or other unavoidable absences. In recognition of this atypical work situation an additional once off allowance of € 1,362.19 will be paid, (or on a pro-rata basis if applicable). 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. Staff in receipt of this payment will be required to give full flexibility with regard to their attendance as the requirements of the job dictate, and with particular reference to the peaks and troughs that can be expected over the period of the contract given the nature of the census operation.

Statutory deductions from salary will be made as appropriate by the CSO. If you are already in receipt of a public service pension, abatement arrangements may apply to pay due to you under this contract.

Terminal Payment: At the end of the contract a terminal payment of €1,200 in the case of Census Liaison Officers and €1,000.00 in the case of Census Regional Supervisors may also be paid to those 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 for the completion of the census operation in the census regions for which the officer had responsibility have been achieved,
- The officer has performed their duties in a satisfactory manner,

- The officer has displayed good time management skills and adhered to travel guidelines,
- The officer has been satisfactory in general conduct.

Under no circumstances will a terminal payment exceed €1,200.00 in the case of Census Liaison Officers or exceed €1,000.00 in the case of Census Regional Supervisors. 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.

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.

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.

Attendance at training

All officers will be required to attend any training courses or briefing sessions (online or in person) deemed necessary and to become familiar with the instruction documentation provided.

Headquarters

The officer's headquarters will be such as may be designated from time to time by the Director General of the CSO. When absent from home and headquarters on official duties an officer will be paid appropriate travelling expenses and subsistence allowances subject to normal Civil Service regulations. Travelling expenses are not payable in respect of a journey or part of a journey which covers all or part of the officer's usual route from home to headquarters.

Use of Motor Car

The officer must hold a current, full driving licence and own or have a full-time use of a car during the period of employment.

The onus will be on the officer to satisfy themselves by consulting their insurance provider 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 officer. This form will be issued to them 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 an officer becomes unable to comply with the above provisions their appointment will terminate automatically.

Annual Leave

For the position of **Census Liaison Officer**, annual leave will be 29 working days per annum pro rata.

For the position of **Census Regional Supervisor**, annual leave will be 23 working days per annum pro rata.

This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of 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 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, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service

pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **III-Health-Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that

they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post ill-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post ill-health retirement from Public Service

1. Where an individual has retired from a public service body 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 [via this link](#) or upon request to publicjobs.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website - www.singlepensionscheme.gov.ie.

Certain Restrictions on Eligibility

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 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).

Requirement to advise of previous Civil/Public Service Employment

It is important that candidates list their previous civil or public service employment if they have availed of a voluntary redundancy or retirement scheme and / or are in receipt of an ill-health retirement pension.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible 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.

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.

Character

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

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 they 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 material related to their official duties without prior approval by the Director General.

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.

Outside Employment

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with their official duties, impairs performance or compromises their integrity.

Further details and circulars regarding these terms and conditions can be found on the following website: <https://www.gov.ie/en/circulars/>

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 CSO to the re-engagement of a person appointed for Census 2027.

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 two separate stages as outlined below.

Stage 1

Stage 1 will comprise a shortlisting process based on the information supplied on candidates' application form. The number of candidates invited for interview will be determined by the CSO from time to time having regard to the number of vacancies to be filled in each part of the country. As applicants will be shortlisted for interview based on the information provided in their application, it is very important that great care is taken in its completion. Applicants must be clear and concise about how they exactly meet the requirements for the position when completing their application as assumptions may not be made about an applicant's achievements and ability.

If the number applying for the position is such that it would not be practical to interview everyone, the CSO may decide that a specific number only will be called to interview. In this respect, a shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. The board will select a group for interview who, based on an examination of the application forms appear to be the most suitable for 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 form, appear to be better qualified and/or have more relevant experience.

It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience on the application form

Stage 2

Stage 2 will consist of a structured capability led interview.

The onus is on all candidates to make themselves available for interview on the date and time specified by the CSO, requests for postponements will not be considered. Any expense incurred in attending for interview and if successful, in subsequently taking up employment must be borne by the candidate.

Any special requirements that an applicant may have in order to participate in the competition, should be advised to Ms. Niamh Forde, Disability Liaison Officer, dlo@csso.ie

All CSO competition processes are confidential, and breaches of this confidentiality may result in you being disqualified from this competition.

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.

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 subsequently to the recruitment process in question, they shall forfeit that appointment.

Panel

A panel of successful candidates for each position will be created following this competition from which the required complement 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 Liaison Officer or Census Regional Supervisor on the 2027 Census 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.

Review Procedures

Information regarding review procedures is set out in Sections 7 and 8 of [Code of Practice for Appointment to Positions in the Civil and Public Service](#) published by the Commission for Public Service Appointments. The two procedures are mutually exclusive other than in the most exceptional circumstances which will be determined by the Commission at its sole discretion.

- **Informal Review:** The informal review/complaint process allows a candidate to receive additional relevant information on how the decisions were made in their case and the selection process was carried out.
- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to their candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSC's Code of Practice.

Requests for Review

Requests for informal and formal reviews should be submitted to Census2027Recruitment@csso.ie. Candidates should determine which procedure is appropriate to their circumstances, i.e. Section 7 or Section 8, clearly setting out the grounds for review and specifying the relevant Section of the Code. A request for a review may be refused if the candidate cannot support their request.

Timelines for review requests are as follows:

SECTION 7 Review	SECTION 8 Review
<p>Interim stage of competition</p> <p>Request for Informal Review – 5 working days after receipt of decision</p> <p>Request for Formal Review – 5 working days after receipt of decision</p> <p>Final stage of competition</p> <p>Request for Informal Review – 5 working days after receipt of decision</p> <p>Request for Formal Review – 5 working days after receipt of informal review decision.</p> <p><i>CPSA</i> – 10 working days after receipt of decision arising from office holder’s formal review. Once the candidate receives the result of formal section 7 and remains unsatisfied, they can approach the commission to review their complaint under section 8 in exceptional circumstances (at the discretion of the commission).</p>	<p>Interim stage of competition</p> <p>Request for Informal Review – 5 working days after receipt of decision</p> <p>Request for Formal Review – 5 working days after receipt of decision</p> <p>Final stage of competition</p> <p>Request for Informal Review – 5 working days after receipt of decision</p> <p>Request for Formal Review – 5 working days after receipt of decision <u>or</u> 5 working days after notification of informal review.</p> <p><i>CPSA</i> – 10 working days after receipt of formal complaint decision</p>

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 and/or imprisonment.

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

- where the candidate has not been appointed to a post, they will be disqualified; and
- where the candidate has been appointed subsequently 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:

- 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.
- 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.

If you have resided/studied in countries outside of the Republic of Ireland for a period of 6 months or more, 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 letter, is not taken as implying the CSO is satisfied the applicant fulfils 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://recruitment.census.ie/>

General Data Protection Regulation

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2018, replacing the existing data protection framework under the EU Data Protection Directive. 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.

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.

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 that 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://recruitment.census.ie/>

Candidates should note that canvassing will disqualify you and will result in your exclusion from the process.
