



## INFORMATION BOOKLET

Open competition for the appointment to the position of:

**ZEVI Local Infrastructure Manager**

**Transport Infrastructure Ireland**

**Closing date: 12 Noon, Thursday 21<sup>st</sup> November, 2024**

PLEASE READ CAREFULLY

GDPR Privacy Statement is appended to the back of the booklet

Transport Infrastructure Ireland is committed to a policy of equal opportunity

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**Contact: TII Human Resources  
Department at [jobs@tii.ie](mailto:jobs@tii.ie)  
URL: [www.tii.ie](http://www.tii.ie)**

**ZEVI Local Infrastructure Manager**

Transport Infrastructure Ireland

- Title of position:** *Local Infrastructure Manager*
- Host Organisation:** Department of Transport  
(under secondment arrangements with TII for a period of 1-2 years, with an option at TII and the Department of Transport's discretion to extend this for further period of up to 1 year. See below for further details)
- Employer:** Transport Infrastructure Ireland
- Location:** Department of Transport's offices at Leeson Lane, Dublin 2 for the duration of the secondment period. Following completion of the secondment, the appointee will return to TII's offices, Parkgate Street. Blended working arrangements will apply.
- Tenure:** Full-time, permanent contract with TII, subject to satisfactory completion of probation period. The appointee will be appointed on a secondment basis to the Host Organisation for the first 1-2 years. The secondment may at the discretion and option of TII and the Host Organisation be extended for a further 1-year period, subject to organisational needs. Thereafter, the appointee will return to TII as the office and functions of ZEVI will transfer to TII.
- Grade:** Engineering Grade 1
- Division/Department:** Zero Emission Vehicles Ireland, Department of Transport
- Reporting to:** Local Infrastructure Manager, Department of Transport for the secondment period

## **GENERAL - TII**

Transport Infrastructure Ireland (TII) was set up to deliver and operate safe and efficient light rail and national road networks. TII's mission is to deliver transport infrastructure and services that contribute to the quality of life of the people of Ireland and support the country's economic growth.

TII delivers on Government Policy as set out in the National Planning Framework, the National Development Plan 2021 to 2030, the Department of Transport's National Investment Framework for Land Transport, the Department of Transport's Sustainable Mobility Policy, the Government's Climate Action Plan and its Road Safety Strategy 2021 to 2030.

TII's Statement of Strategy 2021-2025 commits the organisation to providing sustainable transport infrastructure and services, delivering a better quality of life, supporting economic growth, and respecting the environment. The Statement of Strategy includes eight goals, and several supporting strategic objectives that address the need to reduce carbon, including:

- *Deliver infrastructure that supports low-carbon transport systems and emission reductions; and,*
- *Support and develop carbon-reduction measures in the transport sector.*

TII's Sustainability Implementation Plan (SIP), launched in March 2021, sets the direction for TII's sustainability agenda. It presents six key sustainability principles to guide action across all areas of sustainability, including Principle 5 'Transition to Net Zero'. TII has a role in supporting the Department of Transport's Electric Vehicle Charging Infrastructure Strategy incorporating the establishment and mobilisation of the office of Zero Emissions Vehicles Ireland (ZEVI).

## **General - ZEVI**

In July 2022, the Government established a new office within the Department of Transport: Zero Emission Vehicles Ireland (ZEVI). ZEVI will coordinate the provision of EV supports and grants, as well as the delivery of charging infrastructure. It will also coordinate and steer the collaborative efforts to deliver EV infrastructure and ensure a satisfactory experience for all EV users.

ZEVI is organised into four pillars to support the successful delivery of these targets: Policy, Infrastructure, Vehicles and Stakeholder Engagement. These four pillars work closely under the overall management of the Head of ZEVI. The Local Authorities Infrastructure Manager will be a senior member of the Infrastructure Pillar team and will report to the Local Infrastructure Lead, working collaboratively across the ZEVI team.

The EV Charging Infrastructure Strategy 2022-2025 sets out the ambition to deliver an EV charging network that will meet and be ahead of EV users' needs. Underpinned by the strategy's fundamental principles, and the understanding of consumer needs, delivery of EV charging infrastructure will be guided by the following understandings:

- Home charging should be the main form of charging for most electric vehicle owners. Actions will be taken to prioritise the installation of smart home chargers and to encourage the deployment of V2G technologies where feasible.
- Residential neighborhood charging will provide a similar solution to home charging for EV owners without access to a driveway.

- Destination charging will bridge the gap between home and local charging and meet the need for top-up charging where required.
- En-route charging, involving higher-speed, higher-power charge points at strategic locations, will become increasingly important to cater for charging on the go. This will facilitate the quicker transition of high-mileage vehicle fleets to EV technology. It will also address range anxiety.

Ultimately, there is no one charging solution for EV users: each type of charge-point will be used at some point by EV drivers, depending on their needs and circumstances on a given trip. What is important is to deliver sufficient charge points of different types so that each user can charge in a convenient, energy-efficient, and cost-effective manner.

The National EV Charging Infrastructure Strategy outlines the need for a **National EV Charging Network Plan** to define the requirements for publicly accessible charging, including; Motorway/en-route high-powered charging, destination charging and residential neighbourhood charging (including mobility hubs). The objective is to be ahead of demand and deliver on the AFIR requirements.

The first element of the National EV charging Network Plan is the **National Road Network EV Charging Plan**, which was published (as the National En-Route EV Charging Network Plan) for consultation in September 2023 and the final plan was published in May 2024. This Plan identifies the level of charging that will be needed on our national primary and secondary road network 2024-2030. It sets out how Government will, working with private industry, deliver on these ambitious EV charging targets along the motorway and primary road network in Ireland through a package of proposals on investment, regulation, and policy instruments over the coming years.

The second element is the Draft **Regional and Local EV Charging Network Plan**, which focuses on destination and neighbourhood charging, was published for public consultation in May 2024. This plan focuses on EV Infrastructure for Light Duty Vehicles based on user needs and AFIR Fleet based targets. With Government support and in partnership with the public and private sector, the roll out will be led by Local Authorities.

The objectives of this plan are to:

- 1) Support the delivery of well-defined local and regional plans for a resilient, self-sustaining, future proofed network which minimises public funding supports and meets user needs.
- 2) In partnership with key stakeholders, support the coordinated and accelerated expansion of a destination and neighbourhood EV charging network that aligns with greater e-mobility policies.
- 3) Provide a pathway to deliver on national infrastructure targets in support of both AFIR requirements and Climate Action Plan objectives

These Plans and the initiatives therein will drive the delivery of charging infrastructure to be ahead of demand and deliver AFIR requirements for both Light Duty Vehicles and Heavy Duty Vehicles, resulting in nearly trebling the power available on its public charging system for cars by 2025 with a further trebling by 2030.

The role of Local Infrastructure Manager will be focused on the delivery of the **Regional and Local EV Charging Network Plan**.

## **Role and Responsibilities**

The delivery of the **EV Charging Infrastructure Strategy** and the **Regional and Local EV Charging Network Plan** will require an experienced EV Infrastructure Manager to work with and support Local Authorities, Public Bodies, Charge Point operators and other Key Stakeholders in planning and delivery of charging infrastructure. The Local Infrastructure Manager will be a key point of contact with the Regional Leads /Local Authorities, CPOs and other Key Stakeholders to provide guidance, support and central coordination for the roll-out of projects to deliver on the **Regional and Local EV Charging Network Plan**.

The key areas of responsibilities for this role are:

- Responsible for supporting the delivery of a consistent and high-quality approach to charging nationally and the end-to-end delivery lifecycle for the roll-out, including stakeholder management, international best practice analysis, supplier engagement, standards, procurement and contract development. They will work closely with the ZEVI Infrastructure Pillar team, including the local Authority EV Infrastructure Manager, Network Planning Manager, Standards and Design Manager, and Data and Interoperability Manager to support Local Authorities and other key stakeholders in the effective roll-out charging infrastructure.
- Providing procurement and contract management advice and guidance to Public Sector organisations involved in planning and facilitating EV infrastructure roll-out.
- Providing strategic leadership and direction in procurement and partnering models, such as concessions, joint ventures, public contracts, availability-based contracts and licenses.
- Centrally supporting the implementation of ongoing management processes for EV charging infrastructure contracts. Specific contracts may considerably vary depending on the partnering model procured, the role-holder should have a sound understanding of different types of commercial models, contracts and agreements.
- Working with and supporting the public and private sectors on planning and delivery of charging infrastructure
- By working closely with public and private sector bodies, coordinate and manage ZEVI's tracking of projects nationally to deliver the EV charging infrastructure plan and monitor the execution of its component projects.
- Development and Management of directly funded grant schemes such as Shared Island Sports Club EV Charging scheme and EU Just Transition Community Facilities EV Charging Scheme
- Coordinate the preparation of reports and presentations for inclusion in higher-level management reporting, to support decision-making.
- Working closely with the Project Managers across public and private sectors to:
  - Gather information and key indicators to monitor progress, including programme and risk management.
  - Identify and support the resolution of issues.
  - Support where necessary to re-prioritise, re-scope, cancel, or introduce new projects.
  - Manage escalations and midcycle requests for changes.
  - Developing guidance and support for Local Authorities, including providing information on best practice.

- Maintain and control project documentation, ensuring that the information is up to date, in the right place, easily accessible and follows the quality management systems in terms of filing and naming convention.
- Supporting the public sector in leading by example in meeting EV targets under the CAP by promoting the delivery of EV charging infrastructure through Green Public Procurement, through climate mandates (underpinned by national public sector energy-efficiency obligations).
- Engage across all Local Authority delivery teams to support them in delivering local EV charging networks.
- Undertaking such tasks, activities or other duties as may be required or assigned appropriate to the grade.

All the divisions within TII have inter-dependant responsibilities and close cooperation, collaboration and teamwork are required across the whole organisation to meet tight deadlines.

**Note:** *The location, functions and responsibilities assigned to this position are based on the current stated role and may be changed from time to time. The person appointed will be required to demonstrate the flexibility necessary to fulfil other roles and responsibilities at a similar grade.*

## **ESSENTIAL REQUIREMENTS**

### ***Character***

Each candidate must be of good character.

### ***Health***

A candidate for and any person holding the role must be fully competent and capable of undertaking duties attached to the role and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### ***Education & Experience***

The successful candidate will be required to demonstrate the key competencies for a Grade 1 position as identified in Appendix A, as well as the following job-specific requirements:

- Hold a minimum of a NFQ level 8 degree (or equivalent) in a discipline relevant to the requirements of the role above, such a discipline may include project management, engineering, sustainable transport, transport planning, business, management etc.
- Proven experience in complex projects or programmes with a strategic and delivery mindset, ideally in the transport and/or energy industry. They will also have experience in effective stakeholder management and engagement at programme level and across agencies and sectors.

- Experience in EU procurement processes and contracts management.
- Experience at senior level in effective stakeholder management, engagement at programme level and also across agencies/sectors.
- Excellent people management and teamwork skills.
- An ability to manage multiple projects and tasks.
- Strong analytical skills.
- Excellent writing skills together with an ability to produce high-quality concise reports.
- An understanding of EV innovations and technology, transport or energy issues nationally.
- A creative approach to problem-solving.
- The ability to understand complex issues quickly and make clear, timely and well-grounded decisions on key issues.
- An ability to foster positive partnerships with key stakeholders.
- A good understanding of, or the ability to quickly learn, the public sector working environment.
- Experience in the interpretation and analysis of complex data sources and effectively communicating outputs to decision-makers.
- Excellent interpersonal, presentation and communication skills and can build working relationships with internal and external stakeholders.
- A high level of proficiency in standard I.T. skills.
- A high standard of technical training and experience.
- Excellent verbal and written proficiency in English.

*Note:*

In order to assure the shortlisting panel that you satisfy these requirements you must explicitly reference how you meet the requirements in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.

Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications and evidence of fluency in the English language.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to interview or any element of the selection process is not acceptance of eligibility.

Key Competencies for effective performance at Grade 1 level have been outlined in **Appendix A**.

**PRINCIPAL CONDITIONS OF SERVICE**

**Pay**

The scale of pay for Grade 1 as of 1st October 2024 is as follows:

**Personal Pension Contribution (PPC) Pay Scale:**

**€83,272 - €103,925** - personal pension contribution (PPC) rate. This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995). This rate will apply where the appointee is a new entrant, or an existing civil or public servant appointed on or after 6th April 1995 and is required under law to make a personal pension contribution.

**Non PPC Scale:**

**€79,162 - €98,732** - non personal pension contribution (non-PPC) rate. This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.

**Note**

Entry salary will be at the minimum point of the scale and will not be subject to negotiation

Different pay and conditions may apply if, immediately prior to appointment, the appointee is already a serving Civil Servant or Public Servant

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

**Tenure**

Full time, permanent contract with TII, subject to satisfactory completion of probation period. The Appointee will be appointed on a secondment basis to the Host Organisation for the first 1-2 years. This Secondment may be extended for a further 1-year period at the discretion and option of TII and the Host Organisation, subject to organisational needs. Thereafter, the appointee will return to TII as the office and functions of ZEVI transfer to TII.

**Annual Leave**

The appointee will be entitled to 30 days annual leave. This leave is exclusive of public holidays.

**Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the



Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 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 the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, (the 2012 Act). **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 Circular7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013 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 that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### **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.

### **Eligibility and Certain Restrictions on Eligibility to Compete**

Candidates should note that eligibility to compete is conditional upon candidates, where applicable, having the necessary requisite work permits/visas/permissions to enable them to work legally in this country.

### **Appointments from panels**

It is envisaged that a panel of qualified individuals will be established from which vacancies for this position may be filled within 12 months from date of appointment to panel. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate will be removed from the panel and no further offers of appointment will be made.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. 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).

#### **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)

#### **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

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

## **APPLICATION & SELECTION PROCESS**

### **How to Apply**

Please submit the 3 documents as set out below to [jobs@tii.ie](mailto:jobs@tii.ie):

- a) A short cover letter/ personal statement (i.e. no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the position.
- b) A comprehensive CV, detailed as relevant to the position (no longer than 3 pages);
- c) A fully completed Key Achievements Form (attached);

We request that **all three documents are submitted in a single word document or PDF** where possible.

Please note that omission of any or part of the 3 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

### **Requests for Reasonable Accommodations**

TII, in line with the Employment Equality Acts 1998-2015, will ensure that it does all that is reasonable to accommodate the needs of a person who has a disability and will ensure that its services are accessible across the range of disabilities.

If you require reasonable accommodations made, please indicate this during the application process by emailing [jobs@tii.ie](mailto:jobs@tii.ie). If selected for interview, any requests for reasonable accommodation need to be accompanied by a medical/psychologist's report, the purpose of which is to provide TII with information necessary to make the decision on reasonable accommodation as promptly as possible. TII will consider each request on a case by case basis. All information provided will be treated as strictly confidential.

### **Requests for Documentation/Information in an Alternative Format**

All documents/information related to the application process is available in an alternative format. You can make a request for documents/information in an alternative format by emailing [jobs@tii.ie](mailto:jobs@tii.ie).

Please provide the following details when making a request:

- Name, address, contact details
- Details of document/information being requested
- The information format sought

All requests will be acknowledged within 3 working days of receipt and will be dealt with within 10 working days. Where a delay in providing the requested information occurs, TII will confirm the new date the person can expect to receive the information. If TII is unable to provide the requested information, the reason will be explained fully in writing to the person making the request.

**Closing Date**

**The closing date and time for applications is strictly 12pm (noon) on Thursday 21<sup>st</sup> November 2024. Applications received after the specified deadline cannot be accepted.**

*If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email [jobs@tii.ie](mailto:jobs@tii.ie).*

**Selection Methods**

TII will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in their application;
- A competitive, competency focused, interview via Microsoft Teams or in person (at TII's discretion, dependent upon nature of the role)
- A second-round interview;
- Presentation/Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate; and
- Reference and online checks.

**Shortlisting**

Normally the number of applications received for a position exceeds that required to fill the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, TII may decide that a smaller number only will be called to interview. In this respect, TII provides for the employment of a short-listing process to select a group for interview who, based on an examination of the documents provided by you, 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 are, prima facie, better qualified and/or have more relevant experience.

During any shortlisting exercise that may be employed, TII is guided by an interview board who examines the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on your application.

Prior to recommending any candidate for appointment to this position TII will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

**Interviews**

The onus is on each applicant to ensure that she/he is in receipt of all communications from TII. Candidates should make themselves available on the date(s) specified by TII and should make sure that their contact details specified on their application are correct. TII will not be responsible for refunding any expenses incurred by candidates for attendance at interview.

**Candidates' Rights – Review Procedures in relation to the Selection Process**

TII will consider requests for review in accordance with its Recruitment & Selection Policy.

**References**

TII would appreciate it if you would start considering names of people who you feel would be suitable referees (1 - 2 names and contact details). The referees listed do not have to include your current employer, but should be in a position to provide a work reference for you. Please be assured that TII will only collect the details and contact your referees should you come under consideration at interview stage.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that TII is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

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

**Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by TII, or who do not, when requested, furnish such evidence as TII require in regard to any matter relevant to their candidature, will have no further claim to consideration.

## Appendix A

### Grade 1 Competencies

<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Actively contributes to the development of the strategies and policies of the Department/ Organisation</li> <li>• Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise</li> <li>• Leads and maximises the contribution of the team as a whole</li> <li>• Considers the effectiveness of outcomes in terms wider than own immediate area</li> <li>• Clearly defines objectives/ goals &amp; delegates effectively, encouraging ownership and responsibility for tasks</li> <li>• Develops capability of others through feedback, coaching &amp; creating opportunities for skills development</li> <li>• Identifies and takes opportunities to exploit new and innovative service delivery channels</li> </ul>
<b>Analysis &amp; Decision Making</b>
<ul style="list-style-type: none"> <li>• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue</li> <li>• Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)</li> <li>• Integrates diverse strands of information, identifying inter-relationships and linkages</li> <li>• Makes clear, timely and well-grounded decisions on important issues</li> <li>• Considers the wider implications of decisions on a range of stakeholders</li> <li>• Takes a firm position on issues s/he considers important</li> </ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"> <li>• Takes responsibility for challenging tasks and delivers on time and to a high standard</li> <li>• Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances</li> <li>• Ensures quality and efficient customer service is central to the work of the division</li> <li>• Looks critically at issues to see how things can be done better</li> <li>• Is open to new ideas initiatives and creative solutions to problems</li> <li>• Ensures controls and performance measures are in place to deliver efficient and high value services Effectively manages multiple projects</li> </ul>

<b>Interpersonal &amp; Communication Skills</b>
<ul style="list-style-type: none"> <li>• Presents information in a confident, logical and convincing manner, verbally and in writing</li> <li>• Encourages open and constructive discussions around work issues</li> <li>• Promotes teamwork within the section, but also works effectively on projects across Departments / Sectors</li> <li>• Maintains poise and control when working to influence others</li> <li>• Instils a strong focus on Customer Service in his/her area</li> <li>• Develops and maintains a network of contacts to facilitate problem solving or information sharing</li> <li>• Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system</li> </ul>
<b>Specialist Knowledge, Expertise and Self-Development</b>
<ul style="list-style-type: none"> <li>• Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation</li> <li>• Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities</li> <li>• Is considered an expert by stakeholders in own field/ area</li> <li>• Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role</li> </ul>
<b>Drive &amp; Commitment to Public Service values</b>
<ul style="list-style-type: none"> <li>• Is self-motivated and shows a desire to continuously perform at a high level.</li> <li>• Is personally honest and trustworthy and can be relied upon.</li> <li>• Ensures the citizen is at the heart of all services provided. Through leading by example, fosters the highest standards of ethics and integrity.</li> </ul>



## Key Achievements Form

Having read the competencies and thought about the demands of the role, for each of the five competencies below, please briefly (max 250 words for each) demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date and which clearly demonstrates your suitability for this position.

Ideally, your answer should include all elements of the STAR competency framework – which is outlined below:

<b>Situation</b>	Present a challenging situation you found yourself in
<b>Task</b>	What did you need to achieve from the situation?
<b>Action</b>	What action did you personally take to achieve this?
<b>Result</b>	What was the result of your action?

These examples may be assessed as part of the shortlisting process.

Please complete all sections of the form below.

Name: \_\_\_\_\_

<b>Leadership:</b>
Answer:
<b>Analysis and Decision Making:</b>
Answer:
<b>Management and Delivery of Results:</b>
Answer:
<b>Interpersonal and Communication Skills:</b>
Answer:
<b>Specialist Knowledge, Expertise and Self Development:</b>
Answer:

## GDPR Privacy Statement- Recruitment Process

### Purpose of Processing

TII conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, Cover Letter and Key Achievements form for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address).

### Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment Information Act)

### Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
HR (internal)	Storing application, acknowledging responses and corresponding with applicants
HR (external Service provider)	If outsourced support is sought, TII's outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process
Interview Panel	The Interview Panel will receive your applications to conduct shortlisting and assessing applicants
Referees	Applicants are asked to provide references for people who can be contacted to validate work records and/or comment on suitability of the applicant for the TII position in question. These people shall be contacted and the applicants name will need to be provided to receive the reference.
Company Doctor	TII will use your personal details to refer you to the company doctor if considered for appointment

### Details of Data Transfers Outside the EU

This does not apply to this process.

### Automated Decision Making

This does not apply to this process.

### Retention Period for Data

For unsuccessful candidates, applications and correspondence shall be retained for 2 years. For successful candidates, their application will be placed on their employee file and retained during their employment and for 7 years thereafter.

### Your GDPR Rights in Relation to this Process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferable format, at any time
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can request that any incorrect information, due to this information being updated or otherwise, be corrected.
Objection	You can object to this information being processed

If you have any questions or complaints about TII's use of your personal data, please contact TII's Data Protection Officer:

- By post: Data Protection Officer, Transport Infrastructure Ireland, Parkgate Business Centre, Parkgate Street, Dublin 8, D08 DK10
- By phone: +353 1 646 3600
- By email: [dataprotection@tii.ie](mailto:dataprotection@tii.ie)

You also have the right to lodge a complaint with the Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found on the Data Protection Commission's website.