Bonneagar Iompair Éireann
Transport Infrastructure Ireland

CANDIDATE INFORMATION BOOKLET

Transport Infrastructure Ireland is holding a competition for the appointment to the position of

ZEVI Stakeholder Engagement & Communications Lead

Closing date: 12 noon, Thursday 26th November 2026

Transport Infrastructure Ireland is committed to a policy of equal opportunity.

PLEASE READ CAREFULLY

GDPR Privacy Statement is appended to the back of the booklet.

Contact: TII Human Resources
Department
TII, Parkgate Business Centre, Parkgate Street, Dublin 8, D08 DK10
Telephone Number: (353) 1 646 3600
Email: jobs@tii.ie
URL: **www.tii.ie**

ZEVI Stakeholder Engagement & Communications Lead

Transport Infrastructure Ireland (TII)

Title of Position:	**ZEVI Stakeholder Engagement & Communications Lead**
Grade:	Assistant Principal
Employer:	Transport Infrastructure Ireland
Location:	Parkgate Business Centre, Parkgate Street, Dublin 8, or any such place as determined by TII. Some travel may be required. Blended working arrangements in place.
Division/Dept:	Zero Emission Vehicles Ireland, Network Management Division
Reporting to:	Head of ZEVI

BACKGROUND INFORMATION

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's ability to deliver and operate light rail and roads networks efficiently is recognised, as evidenced by the portfolio of National Development Plan (NDP) 2021–2030 investments entrusted to TII and its partners to deliver.

Under the NDP there are three areas under the remit of TII which identify key priorities:

1) **Investment in public transport infrastructure** to be delivered on behalf of the National Transport Authority (NTA) in line with the Transport Strategy for the Greater Dublin Area 2022-2042. This Strategy commits to the undertaking of appraisal, planning and design of Luas network expansion to Bray, Finglas, Lucan and Poolbeg. Importantly, the Plan also sets out a firm commitment to deliver a metro rail system known as MetroLink that will run from Swords to Charlemont, connecting Dublin Airport with the city centre and providing interchanges with other public transport services including Iarnrod Eireann at Glasnevin, the DART at Tara Street and Luas at O'Connell Street and Charlemont. TII also delivers light railway infrastructure being planned in other cities. Currently TII is working in partnership with the NTA on the

planning and design of Cork Light Rail Transit, which is expected to operate initially as a bus rapid transit system.

2) **Investment in national roads, active travel and Greenway infrastructure** will be delivered in accordance with the guiding principles of the Department of Transport, National Investment Framework for Transport in Ireland and the Strategy for Future Development of National and Regional Greenways. The major roads, active travel and Greenways projects to be delivered and funding provisions are set out in the NDP 2021 to 2030. TII also has a new function for the delivery of zero and low emission vehicle infrastructure (ZEVI) under the Road Traffic and Roads Act 2023.

3) **Investment in maintenance and renewal expenditure** will need to increase over the lifetime of the NDP to meet the required investment levels for the current transport network and for new projects as they come into service.

TII's ambitious plans for infrastructural delivery will drive Ireland's long term economic, environmental and social progress across all parts of the country over the next decade. The NDP, which is aligned with the delivery of the objectives of the National Planning Framework (NPF), sets out a roadmap and the level of investment which will underpin the NPF and drive its implementation over the next ten years.

To find out more about TII visit www.tii.ie .

The Alternative Fuels Infrastructure Regulation (EU) 2023/1804 on the deployment of alternative fuels infrastructure was adopted on 13 September 2023 and has applied across the EU since 13 April 2024. AFIR establishes EU-wide mandatory requirements covering:

- EV recharging infrastructure deployment, including minimum levels of publicly accessible recharging capacity.
- TEN-T recharging coverage, with distance and capacity requirements for light-duty and heavy-duty vehicles.
- Payment and pricing, including requirements intended to make public recharging easier to access and prices more transparent.
- Interoperability, so recharging infrastructure operates consistently across the EU.
- EV recharging data, including requirements concerning infrastructure data and its accessibility.
- It also covers other alternative-fuel infrastructure, including hydrogen refuelling

ZEVI

In July 2022, the Government established a new office within the Department of Transport: Zero Emission Vehicles Ireland (ZEVI). ZEVI was established to co-ordinate the provision of EV supports and grants, as well as the delivery of recharging infrastructure, and to coordinate and steer the collaborative efforts to deliver EV recharging infrastructure and ensure a satisfactory experience for all EV users. To support the successful delivery of targets set under Policy, Infrastructure, Vehicles and Stakeholder Engagement, several of the current ZEVI team

were recruited by TII and seconded to the ZEVI Office in the Department of Transport. In March 2026 ZEVI personnel formally transitioned back to TII and amalgamated with the previously established Alternative Fuels Infrastructure team established in TII in early 2024. ZEVI has now been established as a dedicated business unit within the Network Management Division of TII and is focused on delivering TII's mandate across the following key areas:

- National Road EV Charging Network Plan
- Regional and Local EV Charging Network Plan
- Draft Strategy for Data Concerning Electric Vehicles Recharging Infrastructure
- HDV decarbonization (including Hydrogen)

National roads and motorways are estimated to carry almost half of all traffic on Irish roads and in excess of half of all heavy goods traffic. Of the twenty-two motorway service area (MSA) facilities serving the network, online or immediately adjacent to junctions, TII operate nine through two PPP concessions. The ZEVI section in TII has responsibility for the oversight and management of these two PPP Motorway Service Area concession contracts. Key challenges for the ZEVI team will include planning for the upgrading of these MSA facilities including the accommodation of new light duty vehicle (LDV) and heavy-duty vehicle (HDV) alternative fuels infrastructure that align with Government strategy and policy. Responsibility for the planning for the handback of these facilities at contract expiry will also be a key strategic task.

The EV Charging Infrastructure Strategy 2022-2025 set out the ambition to deliver an EV charging network that will meet and be ahead of EV users' needs. In 2026 the Department published the draft Electric Vehicle Charging Infrastructure Strategy 2026–2028 for consultation, which reaffirms the Department of Transport's commitment to expanding and modernising Ireland's EV charging network. The Department strategy is a key enabler of our transition to zero-emission transport and supports our national target of having 30% of the private car fleet switched to electric vehicles by 2030.

Guided by the strategy's fundamental principles and a strong understanding of user needs, the delivery of EV charging infrastructure is based on several key understandings. First, there is no single charging solution that suits every EV user. Drivers will rely on different types of charge points depending on their personal circumstances and their journey requirements. A key focus is providing a sufficient mix of charging options so every user can charge their vehicle conveniently, efficiently and cost-effectively.

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 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 Regional and Local EV Charging Network Plan, which focuses on destination and neighbourhood charging, was published in April 2025. 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 Department published its Draft Strategy for Data Concerning Electric Vehicles Recharging Infrastructure in late 2024. The Strategy's objective is to deliver the data infrastructure and policies required to support users of the Electric Vehicle recharging infrastructure in Ireland. It sets out the ambition and method of how data will be shared with the public to help enhance the EV recharging experience to ensure drivers have more information so that they know the best charging points to go to for their cars, and their budget. It is envisaged that the market including mobile app developers and information services developers will provide the means to access that data through apps, and to visualise it, use it and share it.

The data will provide more transparency and be openly available, under governmental and EU guidelines. A Data Office has been set up within ZEVI to deliver the required Data Infrastructure and policies aligned with the Departments strategy, supported by recent Statutory Instruments No. 445/2026 - EU (ITS) Regulations 2026 and No. 52/2026 – EU (IDRO) Regulations 2026. TII (National Roads Authority) are appointed as Ireland's Identification Registration Organisation (IDRO) for the purposes of Article 20 of Regulation (EU) 2023/1804 (AFIR).

To promote the decarbonisation of the freight sector and to encourage companies towards this path, the Department of Transport has appointed TII to administer the Zero-Emission Heavy Duty Vehicle Purchase Grant Scheme. The Scheme is intended to assist the purchase of heavy-duty vehicles (HDVs) that are zero-emission and exceed applicable European Union (EU) environmental standards that would not otherwise have been purchased without the Scheme's support.

The ZEVI section in TII does not retain any responsibility for the provision of vehicle supports other than for HDVs. Government EV support for Light Duty Vehicles is a function retained by the Department of Transport, and the Sustainable Energy Authority of Ireland (SEAI) administers the main grant schemes for purchasing light duty electric vehicles. The Scheme was expanded in 2025 to provide funding support for the purchase and installation of infrastructure associated with the recharging of Heavy-Duty Vehicles (HDVs) that are electric and zero-emission.

More generally, additional responsibilities will arise in the future, as further activities develop, such as for example, hydrogen refueling infrastructure roll out. ZEVI will continue to work closely with the Climate Governance and ZEVI Policy, and the Future Roads and Automotive Divisions in the Department of Transport across routine governance, stakeholder and general management platforms.

ROLE, DUTIES AND RESPONSIBILITIES

The principal duties of the position will include:

- Build and drive the stakeholder engagement and communications strategy across the ZEVI Delivery Groups, bringing together public and private sector stakeholders.
- Collaborate with different public and private entities through constant dialogue exploring potential partnerships and building networks with the wider community to support ZEVI's initiatives.
- Leadership and coordination of all aspects of ZEVI external and internal communications including media relations, political and public affairs, website and social media, branding, events, and publications activities.
- Lead and coordinate public consultations.
- Lead and coordinate potential collaborations between businesses, research institutions and public bodies to carry out research and pilot projects.
- Ongoing monitoring and evaluation of effectiveness of the communications & engagement strategy and reporting back to Head of ZEVI.
- Ensure internal and external communication messages are consistent and aligned with each other.
- Plan and create content for a variety of ad hoc internal communications as required by.
- Present to the ZEVI Governance groups (Task Force, Progress etc) as required on proposed initiatives and impact metrics.
- 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 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 within TII and may be assigned to other such roles as business needs arise.*

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 Assistant Principal, as well as the following experience and job-specific requirements:

- A minimum of a NFQ level 8 degree (or equivalent) in a relevant discipline such as business, management, communications or other discipline deemed relevant for the role.
- Experience at a senior and strategic level in the delivery of a range of communications and engagement activities including media handling, stakeholder management, marketing, public consultation, in a large organisation or public agency.
- Proven, strong relationship management skills.
- Excellent people management and teamworking skills
- An ability to manage multiple projects and tasks.
- Excellent working knowledge of Microsoft Office, including Word, Excel and PowerPoint.
- Ability to think strategically and deliver in detail.
- Highly organised with strong interpersonal skills, including verbal communication, report writing and presentation skills.
- Effective decision maker and ability to work on own initiative.
- Effective digital data manager.
- Fluency in the English language, both written and oral.

Desirable requirements:

- Experience of creating and executing communications strategies that support business objectives.
- Experience in website management, design and content production.
- Knowledge and experience of best practice communication tools.
- A deep understanding and experience of use of social media channels.
- Project Management experience would be an advantage.

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 Assistant Principal level have been outlined in **Appendix A.**

PRINCIPAL CONDITIONS OF SERVICE

Pay
The scale of pay for Assistant Principal as of 1 June 2026 is as follows:

Personal Pension Contribution (PPC) Pay Scale:
€83,113 - €103,576 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).

Non PPC Scale:
€80,282 - €98,396 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 position subject to satisfactory completion of probation period.

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

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 <u>not</u> 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.

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. 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.

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 26th November 2026. 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.

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
- 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 short-listing exercise that may be employed, TII is guided by an interview board who examine 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

Key Competencies for Assistant Principal

Leadership
• Actively contributes to the development of the strategies and policies of the Department/ Organisation • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise • Leads and maximises the contribution of the team as a whole • Considers the effectiveness of outcomes in terms wider than own immediate area • Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks • Develops capability of others through feedback, coaching & creating opportunities for skills development • Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making
• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue • Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) • Integrates diverse strands of information, identifying inter-relationships and linkages • Makes clear, timely and well-grounded decisions on important issues • Considers the wider implications of decisions on a range of stakeholders • Takes a firm position on issues s/he considers important
Management & Delivery of Results
• Takes responsibility for challenging tasks and delivers on time and to a high standard • Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances • Ensures quality and efficient customer service is central to the work of the division • Looks critically at issues to see how things can be done better • Is open to new ideas initiatives and creative solutions to problems • Ensures controls and performance measures are in place to deliver efficient and high value services Effectively manages multiple projects

Interpersonal & Communication Skills
• Presents information in a confident, logical and convincing manner, verbally and in writing • Encourages open and constructive discussions around work issues • Promotes teamwork within the section, but also works effectively on projects across Departments / Sectors • Maintains poise and control when working to influence others • Instils a strong focus on Customer Service in his/her area • Develops and maintains a network of contacts to facilitate problem solving or information sharing • Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Specialist Knowledge, Expertise and Self-Development
• 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 • Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities • Is considered an expert by stakeholders in own field/ area • Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Drive & Commitment to Public Service values
• Is self-motivated and shows a desire to continuously perform at a high level. • Is personally honest and trustworthy and can be relied upon. • Ensures the citizen is at the heart of all services provided. Through leading by example, fosters the highest standards of ethics and integrity.

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:

Situation	Present a challenging situation you found yourself in
Task	What did you need to achieve from the situation?
Action	What action did you personally take to achieve this?
Result	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: _____

Where did you hear about this opportunity? _____

Leadership
Analysis & Decision Making
Management & Delivery of Results
Interpersonal & Communication Skills
Specialist Knowledge, Expertise and Self-Development

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

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.