



SPÓRT ÉIREANN
SPORT IRELAND

CANDIDATE INFORMATION BOOKLET

ROLE TITLE:	Chief Executive Officer
LEVEL:	Assistant Secretary
TENURE:	5 Year Fixed-Term Contract
OFFICE:	Sport Ireland
LOCATION:	Sport Ireland Campus
COMPETITION TYPE:	Open Competition

Deadline for application: 5pm, Friday 19th November 2021.

Applications submitted after the deadline will not be accepted.

Sport Ireland is committed to a policy of equal opportunity.

CONTACT:

Seán McDonagh, Partner, Lansdowne Executive Search Limited,
Hamilton House, 28 Fitzwilliam Place, Dublin 2, D02 P283, Ireland.

Email: Sean.McDonagh@lansdownesearch.ie

For a confidential discussion, please call 087 7961062

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ABOUT SPORT IRELAND

Sport Ireland, the Statutory Agency for sport in Ireland was established on the 1st October 2015 under the Sport Ireland Act (2015). Sport Ireland is the authority tasked with the development of sport in Ireland. This includes participation in sport, high performance sport, anti-doping, coaching and the development of the Sport Ireland Campus.

In Summer 2018 the Department of Transport, Tourism and Sport published the National Sports Policy 2018 - 2027. The National Sports Policy provides the policy context in which we will operate over the next 10 years. Sport Ireland strongly endorses the National Sports Policy and, as the statutory agency responsible, has a lead role in many of the key operational and strategic challenges contained within the Policy.

The organisation has made great strides over recent years in advancing the objectives of the National Sports Policy 2018- 2027. The Board is keen to ensure that the organisation continues to be effective and instrumental in building on the achievements to date and taking the development of sport in this country to the next level.

The vision for Sport Ireland is:

“A world class sports sector operating to the highest standards of governance and accountability and contributing towards the National Policy objectives for sport”.

The National Sports Policy 2018 – 2027 has presented a wide ranging and ambitious framework for the development of sport in Ireland. To this end, Sport Ireland has taken a lead role, as the agency responsible, in making this policy a reality and much progress has been achieved to date on many fronts. The current pandemic, which has impeded the natural flow of congregation and physical engagement, has been challenging for sport and participants throughout the country both at the national and international level. The pandemic has however sharpened the nation’s focus on the importance of the sporting world and the related areas of activity, health, physical and mental well-being, and leisure. Getting sport back on track to deliver on these expectations will present many challenges for all concerned and Sport Ireland will be required to play a critical leadership role in supporting and facilitating the efforts of the National Governing Bodies and Local Sports Partnerships throughout the country.

Working closely with the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and the Minister and Minister of State at that Department, Sport Ireland will be responsible for ensuring that the system of funding, grants and other supports is strategically and transparently utilised to support and develop increasing levels of participation throughout the country.

Sport Ireland is responsible for the management and administration of a budget in the order of €90m per annum with additional capital funding for the on-going development of the Sport Ireland Campus.

There are many facets to the role of Sport Ireland and the organisation has grown over recent years in terms of reach, engagement, and collaborative initiatives. Sport Ireland works primarily with the National Governing Bodies of sport (NGBs), the clubs and their volunteer coaches and administrators to develop an effective sports structure. The organisation also works with community sports providers, primarily through the Local Sports Partnership Networks.

Sport Ireland has taken the lead role on the national ambition to increase the number of people participating in sport and physical activity and to increase efforts to promote diversity and inclusivity across the board.

The Government reaffirmed its commitment to the development of the Sport Ireland Campus in the National Development Plan 2021-2030 published in October 2021. A Master Plan is now in place for further development and the ambition of Sport Ireland is to ensure a high level of usage and participation so that the Campus becomes the home of Irish sport.

Mission Statement

The mission of Sport Ireland is to lead the national sports agenda through

- Communicating the value and leading the thinking on sport
- Promoting an inclusive and fair culture
- Generating value from finite resources
- Building strong sports organisations
- Realising the concept of 'sport for life for everyone'
- Supporting high performance success

Roles/Services of Sport Ireland

Our main role is to act as the development agency for sport in Ireland. In support of this role we carry out a variety of activities, including the following:

- Advocating and funding of sport and sport bodies across the pillars of participation, performance and in the area of high performance
- Advising the Ministers and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and other government departments in relation to sports policy issues
- Developing programmes to support and assist sports organisations and their staff and volunteers
- Implementation of a comprehensive anti-doping programme
- Facilitation and direct provision of training and support services to sports organisations
- Creating partnerships and alliances among organisations involved in sports promotion, development and administration
- Promoting equality and diversity for all
- The development of a sports campus on the Sport Ireland Campus site, and maintenance of other sports facilities as approved by the Minister.

Main Clients and Stakeholders of Sport Ireland

Our main clients and stakeholders can be grouped as follows:

- Sports Arena - National Governing Bodies, Local Sports Partnerships, Other funded bodies, Olympic Federation of Ireland, Paralympics Ireland, Individual Sportspeople, Coaches, World Anti-Doping Agency
- Government Departments - Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, Department of Education, Department of Health and Department of Children, Equality, Disability, Integration and Youth etc.
- Public Bodies- Healthy Ireland, Health Products Regulatory Authority, Pharmaceutical Society of Ireland, Local Authorities
- General Public
- Other Bodies - Media, Schools, Third Level Institutions, interest groups, etc.

Sport Ireland Strategy (2018-2022)

Sport Ireland's Strategic Plan 2018-2022 sets down the organisation's mission, vision, values, targets and relevant indicators. The strategy is based on the following three key pillars:

- Participation: Lifelong and Inclusive Sport
- Performance: Playing and competing at a level appropriate to ability
- High Performance: Reaching Ireland's potential at the highest levels of international competition

For more information visit: [Sport Ireland Statement of Strategy 2018-2022](#)

For more information visit: [Board of Sport Ireland](#)

Organisational Structure and Budget

Sport Ireland has a workforce of approximately 100. In addition, Sport Ireland oversees a wholly-owned subsidiary company (Sport Ireland Facilities DAC) which operates, manages and maintains the Sport Ireland Campus (520 acres).

Sport Ireland is funded by Exchequer funding and is responsible for the management and administration of a budget in the order of €90m+ per annum with additional capital funding for the on-going development of the 520 acre Sport Ireland Campus.

For more information visit: [Annual Reports](#)

Further information about Sport Ireland is available on our website www.sportireland.ie

ADVERTISEMENT



Chief Executive Officer

The Organisation:

Sport Ireland is the authority tasked with the development of sport in Ireland. This includes participation in sport, high performance sport, anti-doping, coaching and the development of the Sport Ireland Campus. Sport Ireland is responsible for the management and administration of a budget in the order of €90m per annum with additional capital funding for the on-going development of the Sport Ireland Campus.

The Role:

Reporting to the Chairperson of the Board of Sport Ireland, the CEO will lead the organisation, work with a myriad of sporting organisations and bring the mission for sport in Ireland to the next phase of development.

The successful candidate will have:

- Senior executive-level experience and strong business acumen which demonstrates the necessary vision, leadership and operational skills to deliver all aspects of Sport Ireland's mandate and strategic remit.
- Demonstrable understanding of the Irish sporting landscape and the importance of sport in our society with a passion and ambition for what can be achieved.
- Sound judgement and integrity with an ability to make sound decisions in a complex and dynamic environment.
- The resilience, determination and diplomacy required to make an impact and to gain the respect and the support of the multiple stakeholder entities across sport in Ireland.
- The ability to promote and apply the necessary rigour to achieve the highest standards of corporate governance and financial oversight.

Lansdowne Executive Search has been retained by Sport Ireland to manage this recruitment process.

Further information, including details on how to apply is available on www.sportireland.ie

If you feel you would benefit from a confidential discussion about this opportunity, please contact:

Seán McDonagh, Partner, Lansdowne Executive Search on
Email: sean.mcdonagh@lansdownesearch.ie or Tel: 087 7961062.

Candidates for this role will be sourced through both advertising and executive search processes.

The closing date for receipt of completed applications is 5.00 pm on Friday 19th November 2021.

Sport Ireland is committed to a policy of equal opportunity and encourage applications under all nine grounds of the Employment Equality Act.



www.lansdownesearch.ie

Lansdowne Executive Search Limited, Hamilton House, 28 Fitzwilliam Place, Dublin 2, D02 P283, Ireland.

JOB DESCRIPTION

Post Title:	Chief Executive Officer
Office:	Sport Ireland
Tenure:	Five Year Fixed Term Contract
Department:	Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
Reports To:	Chairperson of the Sport Ireland Board
Location:	Sport Ireland Campus, Dublin 15
Application Closing Date:	5pm, 19th November 2021

Background

The term of office of the current CEO is due to expire at the end of 2021 and the Board is now seeking to appoint a successor who will continue to build on the achievements to date.

The Board is now seeking an experienced individual to lead the organisation, work effectively with the myriad sporting organisations and to bring the mission for sport in Ireland to the next phase of development.

The Role

The key areas of responsibility for the role include:

- Providing the vision and strategic leadership, in conjunction with the Board, to achieve and further develop the mission of Sport Ireland.
- Accountability for ensuring that the highest standards of governance, risk management, value for money and financial management are applied throughout all areas of the organisation and in the allocation of funding and the oversight of capital expenditure.
- Fostering and facilitating the growth of the National Governing Bodies for sport and Local Sports Partnerships in Ireland with specific emphasis on corporate governance, capacity building, monitoring and evaluation.
- Developing and maintaining productive and collaborative stakeholder relationships.
- Managing and overseeing the further development of the Sport Ireland Campus, bringing to fruition the full potential of the various projects that are underway and realising the benefits that can accrue for all sporting activities.
- Undertaking the internal leadership role and fostering a dynamic performance culture which supports the development and well-being of staff within Sport Ireland.

- Providing the inspirational leadership, direction and support for the Senior Leadership Team and promoting an inclusive, innovative and collaborative culture.
- Ensuring the structure of the organisation and the resources are utilised to best effect and that synergies and capabilities are aligned to maximise both strategic and operational effectiveness.
- Ensuring high levels of participation, inclusion, and diversity throughout sport at all levels.
- Steering Sport Ireland and positioning the organisation with a profile for strong supportive and inclusive leadership for all sports through advocacy and media participation.
- Being the public face and representative of Sport Ireland and being available to attend at various local, national and international events and ceremonies and displaying a willingness to go the extra mile when required.
- The person appointed to this position will work closely with the experienced and highly regarded management team within Sport Ireland and will report to the Chairperson of the Board.

Requirements for the post

The person appointed will have:

ESSENTIAL:

- Senior executive-level experience and strong business acumen which demonstrates the necessary vision, leadership and operational skills to deliver all aspects of Sport Ireland's mandate and strategic remit.
- A strong focus on probity and control, ensuring that the statutory functions of Sport Ireland are executed in accordance with relevant legislation.
- Demonstrable understanding of the Irish sporting landscape and the importance of sport in our society with a passion and an ambition for what can be achieved.
- Sound judgement and integrity with an ability to make sound decisions in a complex and dynamic environment.
- The resilience, determination, and diplomacy required to make an impact and to gain the respect and the support of the multiple stakeholder entities across sport in Ireland.
- The ability to promote and apply the necessary rigour to achieve the highest standards of corporate governance and financial oversight.

- The ability to lead and inspire the management team and the staff of Sport Ireland and the capability to leverage and develop the expertise within.
- The ability to develop and manage key relationships and to gain the confidence and support of the Board, Minister, Minister of State, Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media, Local Sports Partnerships and the National Governing Bodies for sport in Ireland.
- The confidence, energy, and the ability to establish a strong personal presence and the credibility to become a strong advocate and a persuasive communicator for the mission of sport in Ireland with media, Government, and the representative bodies.

DESIRABLE:

- It would be desirable that the person appointed would have achieved third level qualification or professional qualification in a relevant discipline.

Please see Appendix II for further information on eligibility to compete and certain restrictions on eligibility.

Key competencies for effective performance as CEO

The attention of candidates is drawn to the key competencies that have been developed for use at this level.

The competency model reflects the changing and more complex environment in which CEOs operate, with fewer resources, pressure for delivery of results, increased media and public scrutiny.

PRINCIPAL CONDITIONS OF SERVICE

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

Tenure

The appointment will be on the basis of a **fixed-term contract of employment for a period of five years**. This is in accordance with Government policy on the appointment of CEOs of Non-Commercial State Bodies. **A probationary period of 10 months will apply from the date specified on the contract**. The successful candidate will also be subject to the Performance Management Development System (PMDS) process for the duration of their contract.

Unfair Dismissals Acts 1977 - 2005

The Unfair Dismissals Acts 1977 - 2005 will not apply to the termination of the employment by reason only of the expiry of the fixed-term contract without it being renewed.

Location

Sport Ireland is located at the Sport Ireland Campus, Snugborough Road, Dublin 15. When absent from home and headquarters on official duty an officer will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Functions, Powers and Duties

The appointee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of Chief Executive Officer.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week (37 hours net). Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for the position of CEO of Sport Ireland is **30 working days per year**. This allowance is subject to the usual conditions regarding the granting of annual leave, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service in accordance with the provisions of the sick leave circulars.

Officers paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to Sport Ireland. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Salary Scale

The salary scale for the position (rates effective from 1 October 2021) is as follows:

Assistant Secretary Personal Pension Contribution (PPC) Salary Scale

€143,845	€150,381	€157,467	€164,549
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This rate applies to new entrants and will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

Assistant Secretary Non-Personal Pension Contribution Salary Scale

€136,652	€142,863	€149,592	€156,323
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This rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

Important Note re. Salary

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the public service, at the time of being offered an appointment.

In general, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Single Scheme can be found at <http://www.singlepensionscheme.gov.ie/>. The maximum retirement age for most Single Scheme members is age 70.

Different terms and conditions related to superannuation and retirement may apply to candidates who have 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 is on special leave with or without pay. The pension entitlements and maximum retirement age, if applicable, of such appointees will be determined in the context of their public service employment history.

Important Notice

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is already a serving civil or public servant.

COMPETITION PROCESS

Recruitment Process Management

Sport Ireland has engaged Lansdowne Executive Search to manage the recruitment process for this position. Candidates for this role will be sought via three channels: (a) Lansdowne Executive Search's own search activities. (b) On-Line Advertising on selected Industry Websites and (c) Newspaper Advertisements. All applicants to Advertisements will receive an acknowledgement of their application and all will be assessed based on the criteria specified for the role. **Applications will be via eMail only.**

No original certificates or references should be submitted as any part of an application. Following the completion of the Advertising and Search processes, an eligibility sift process will be utilised based on the information supplied on the completed C.V. and cover letter and Key Achievements Form, as appropriate. An expert board then will examine the applications brought through to the shortlisting stage against agreed shortlisting criteria based on the requirements of the position.

Candidates selected from the short-listing process will be invited for a competitive interview with Sport Ireland. It is likely that a small number will be called for a further competitive interview, in which case they may be asked to prepare a presentation in response to a possible case study or proposed business scenario.

As appropriate, shortlisted candidates may be required to undertake psychometric tests.

CANVASSING WILL DISQUALIFY.

How to Apply

To pursue your interest please email your completed application to:

Seán McDonagh
Partner
Lansdowne Executive Search Limited
(e) sean.mcdonagh@lansdownesearch.ie

Or for a confidential discussion please call Seán on +353 87 796 1062

Candidates must **submit ONE** document in **MS Word format** containing cover letter, CV and Key Achievements Form together. Please note that omission of any or part of the requested application documentation or incorrect formatting, as set out below, will render the application incomplete. ***Incomplete applications will not be considered for the next stage of the selection process.***

Cover Letter	Not exceeding 1 A4 page. Letter should detail relevant key competencies and explain how you meet the requirements of the role.
CV	Up to date CV not exceeding 3 A4 pages
Key Achievements Form	Follow format in the sample in Appendix IV

The competition details will also be hosted on various internet job boards and applications will be accepted via the submission portals on these boards (which are as specified in the competition process).

Acknowledgement of Applications

An automated acknowledgement message will be issued in respect of all applications received (this will acknowledge receipt of application but will not confirm eligibility or otherwise). If you do not receive an electronic acknowledgement of receipt of your application within 48 hours of applying, please contact **Sean McDonagh, Partner, Lansdowne Executive Search.**

Closing Date

Your application must be submitted online in the format required by **5pm, 19th November 2021.** Applications will not be accepted after this time.

Campaign Updates & Correspondence

Campaign updates will be issued to your nominated email address as provided in your application.

The onus is on each applicant to ensure that they are in receipt of all communication from Lansdowne Executive Search. You are advised to check your emails on a regular basis throughout the duration of the competition. In addition, be sure to check junk/spam folders should any emails be mistakenly filtered. Sport Ireland & Lansdowne Executive Search accepts no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by Lansdowne Executive Search and should make sure that the contact details specified on their application are correct.

Selection Process

The selection process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s) as part of psychometric testing;
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a final competitive interview(s) which may include a presentation.

Please note interviews may take place virtually by Zoom.

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sport Ireland may decide that a smaller number will be called to interview. In this respect, Sport Ireland provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application.

Competitive Interviews

Due to Covid-19 restrictions, video conferencing software may be used in the interview process. Interviews will be semi-structured in format, with candidates asked to provide examples of the competencies for the role as outlined in **Appendix I**. We will endeavour to give as much notice as possible of interview dates.

Candidates who do not attend for interview as scheduled, or who do not furnish such evidence as required in regard to any matter relevant to their application, will have no further claim to consideration in this process. It is important to be aware that candidates must let Sport Ireland know of any extenuating circumstances prior to or during the particular stage of the selection process. Any documentary evidence must be supplied within 5 working days. Please note that submission of such document(s) is not a guarantee that the circumstances outlined will alter the decision/outcome. A candidate who undertakes any part of the selection process and who subsequently claims extenuating circumstances should note that this will not be considered.

Examples of possible extenuating circumstances include hospitalisation or bereavement. The onus is on candidates to ensure that they perform to the best of their ability. Therefore, issues such as tiredness, nerves, travel to tests/interviews or expected results/performance not achieved, are not considered extenuating circumstances.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you - at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration and any other relevant checks required for the particular role.

General Data Protection Regulation (GDPR)

When your application 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. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018.

If you have any queries related to the processing of your data, or if you wish to make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Sport Ireland Campus, Snugborough Road, Dublin 15 or dpo@sportireland.ie Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence. For details of how your personal information is processed please refer to our [privacy notice](#).

Candidates' Obligations

Candidates must:

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

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; and
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

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

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

Deeming of Candidature to be Withdrawn

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

Candidates are expected to provide all requested documentation to Sport Ireland/Lansdowne Executive Search, including all forms issued by Sport Ireland for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Review Procedures in Relation to the Selection Process

The review procedures set out in this section apply in cases where a candidate wishes to have an action or decision in relation to his/her candidature reviewed. The procedures and standards to be followed by the complainant and Sport Ireland in the handling of requests for review are set out below. Please note that test results can be rechecked on receipt of a request to do so; however, test results cannot be appealed through this process. Recruitment and selection processes will not be suspended pending the outcome of a review.

Requests for Feedback

Feedback in relation to the selection process is available upon request from candidates. There are no specific timeframes set for the provision of feedback. Please note that the Review Process as set out below is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review.

Informal Review Requests

When a request for a review of a selection decision is received from a candidate every effort should be made to resolve the matter informally. Requests for informal review should be submitted using the Review Request form in Appendix V of this booklet. Should the candidate remain dissatisfied, then he/she may adopt the formal review procedures in accordance with the process set out below. If the candidate has already received feedback in relation to his/her candidature this may be considered as an informal review. The informal review process may be availed of within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision (or such other person acting on behalf of Sport Ireland as may be appropriate depending on the circumstances). Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision. Sport Ireland will carry out the informal review without delay and within a period of time that enables the candidate to avail of the formal review procedures within the specified timelines should he/she so wish. Where a candidate remains dissatisfied following any such informal review, he/she may adopt the formal procedures set out below. If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Formal Review Requests

The procedures and standards to be followed by the complainant and by Sport Ireland in the handling of requests for a formal review are set out below. The candidate must address his/her concerns in relation to the process in writing to Sport Ireland, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed; the basis for this formal review should be set out on the specified form (Appendix V).

The candidate must support their request for review by outlining the facts they believe show the action/decision taken was wrong. A request for formal review may be refused if the candidate cannot support their request. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of Sport Ireland.

Upon receipt of the request for a formal review, Sport Ireland will aim to issue an acknowledgement within 3 working days. The case will be reviewed by a person other than any individual directly associated with the decision in question.

The person(s) conducting the formal review will consider any written submissions made by the candidate, and all other relevant information, including any relevant emails, notes or memoranda held by Sport Ireland in respect of the selection process. Where necessary, the reviewer may meet with the personnel involved in the selection process and/or the candidate for the purpose of eliciting further information.

The outcome will generally be notified to the candidate within 25 working days of receipt of the complaint or request for review. Where the investigation does not allow a decision within this timeframe, the reviewer will keep the candidate informed of the status of the review. The decision of the formal reviewer is final.

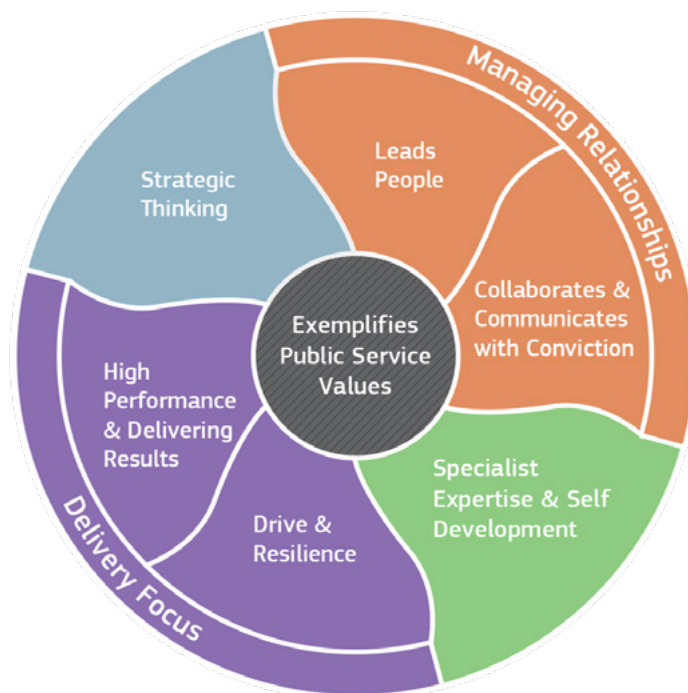
General Information

Candidates should note that canvassing will disqualify. Sport Ireland will not be responsible for any expenses, including travelling expenses that applicants may incur in connection with their application for this post.

Should the person recommended for appointment decline, or, having accepted it, relinquish it or if any additional vacancy arises, Sport Ireland may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Sport Ireland is committed to a policy of equal opportunity.

APPENDIX I: KEY COMPETENCIES



Exemplifies Public Service Values

Effective Performance is:

- Serving the Government and people of Ireland
- Acting at all times with integrity
- Treating others with respect
- Being responsible for own actions
- Operating with professionalism and probity

Strategic Thinking

Effective Performance is:

- Creating a vision for the organisation & sector and anticipating the requirements to deliver it
- Analysing complex issues quickly and anticipating knock-on consequences
- Taking a system-wide approach and seeing connections, risks and the potential for innovation in the wider environment
- Leading on the implementation of risk assessment practices and engaging in balanced risk taking
- Showing courage in making difficult decisions

Managing Relationships: Leads People

Effective Performance is:

- Being a visible and energetic leader who fully engages others
- Building and supporting cross functional and interdepartmental teams
- Delegating responsibility and ensuring accountability in others
- Setting challenging goals and implementing effective performance management
- Coaching and supporting others to optimise their contribution and development



Managing Relationships: Collaborates and Communicates with Conviction

Effective Performance is:

- Playing a full and active part on the senior team in shaping and leading the organisation
- Communicating professionally and credibly, managing the expectations of others
- Skillfully negotiating and influencing with conviction
- Anticipating political sensitivities and complexities and responding in an informed and constructive manner
- Building and maintaining effective working relationships with key stakeholders
- Facilitating collaboration, partnerships and networks internally and externally to achieve common goals



Delivery Focus: High Performance and Delivering Results

Effective Performance is:

- Assuming accountability for own actions and decisions
- Ensuring the full range of management disciplines are used to deliver quality services at pace and within budget
- Challenging processes to improve organisational capacity, responsiveness and citizen focus
- Ensuring successful implementation through a range of delivery methods, including use of external parties
- Focusing effort on priority tasks to maximise results
- Ensuring a strong feedback loop between policy development and operations



Delivery Focus: Drive and Resilience

Effective Performance is:

- Showing initiative and sustaining high levels of personal drive and energy
- Leading and managing multiple complex priorities effectively
- Speaking own mind with confidence and conviction
- Keeping perspective and utilising personal support strategies to help maintain focus and bounce back from disappointments
- Staying positive and professional in the face of difficult situations



Specialist Expertise and Self-Development

Effective Performance is:

- Maintaining a sound knowledge of organisational, sectoral, political and international issues and their wider implications for the citizen and the State
- Continuously updating and demonstrating expertise in relevant areas
- Being self aware and seeking opportunities to act on areas for own development
- Seeking feedback and reviewing own practices and behaviours
- Being regarded as an expert in own area(s) of specialism

APPENDIX II: ELIGIBILITY

Citizenship

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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Certain Restrictions on Eligibility

Eligibility to compete may be affected where applicants were formerly employed by a Public Sector body and previously availed of a Public Service Redundancy or Incentivised Retirement Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Department of Environment, Community & Local Government Circular (Letter LG (P) 06/2013)
- Collective Agreement: Redundancy Payments to the Public Service

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 12/2009](#) 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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

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 Sector 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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

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.

Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

APPENDIX III: ADDITIONAL CONDITIONS OF SERVICE

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Pension Accrual

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced 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. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

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.

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 body will support an application for an abatement waiver in respect of appointments to this position.

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

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

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

Ill-Health Early 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.

APPENDIX IV: KEY ACHIEVEMENTS FORM

Name:

Title of Post:

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly **(max 250 words for each)** highlight specific achievements, contributions or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of the role.

Strategic Thinking

Delivery Focus: *incorporating 'High Performance and Delivering Results' & 'Drive and Resilience'*

Managing Relationships: *incorporating 'Leads People' & 'Collaborates and Communicates with Conviction'*

Specialist Expertise and Self-Development

APPENDIX V: REQUEST FOR REVIEW FORM

Candidate's Name

Position Applied For

Candidate's Address

Candidate's Email Address

Candidate's Phone Number

Request for Review

Informal Review

Formal Review

Please indicate stage in box provided

Please clearly set out the aspects of the action/decision that you wish to have reviewed



SPÓRT ÉIREANN
SPORT IRELAND