

Candidate Brief

for the position of

Client Partner Manager - MetroLink

Transport Infrastructure Ireland

November 2023



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Introduction

Thank you for your interest in the position of Client Partner Manager for the MetroLink Programme in Dublin, Ireland with Transport Infrastructure Ireland (TII).

This is an exciting opportunity to be part of the largest ever transport infrastructure project undertaken in Ireland.

MetroLink is a transformative piece of public transport infrastructure and will be Dublin's first metro railway. The system will offer a high-capacity, high-frequency metro railway with 16 new stations from Swords to Charlemont. It will interlink with multiple transport networks, including Dublin Airport, Irish Rail, DART, Dublin Bus, and Luas, promoting a seamlessly integrated transport experience for the Greater Dublin Area.

The majority of its 19km route is underground, marking a paradigm shift for Irish public transport. Upon launch, MetroLink will provide trains every three minutes during peak times, with expected annual ridership of 53 million passengers, providing unprecedented convenience of travel to passengers.

The Client Partner Manager is a key role within the Procurement & Contract function of TII's MetroLink Programme team, managing TII's contract with the Client Partner. The Client Partner is a major consultancy contract which TII appointed in August 2023 to provide programme management office services, overseeing all elements of procurement, design, engineering, safety, information management and sustainability. The Client Partner is led by Turner & Townsend, and includes WSP, O'Connor Sutton Cronin, Mace and PwC, their staff will co-locate with

TII to form an integrated programme team. You'll be responsible for contract management and strategic performance management of the Client Partner, ensuring this key contract is a success and achieves best value for the programme.

This Candidate Information Document will introduce TII and give some insight into its strategic priorities, values and mission. It will provide an overview of the Client Partner Manager role, recruitment process and conditions.



TII Overview

TII was established through a merger of the National Roads Authority and the Railway Procurement Agency under the Roads Act 2015, with effect from August 2015.

TII's primary function is to secure the provision of a safe and efficient network of national roads and light rail and metro infrastructure for the state.

TII works to provide high quality transport infrastructure and services, delivering a better quality of life and supporting economic growth across Ireland.

Purpose

TII exists to fulfill an important purpose of national strategic significance, touching the lives of citizens and visitors alike on a daily basis. TII's purpose is to provide sustainable transport infrastructure and services, delivering a better quality of life, supporting economic growth, and respecting the environment.

Vision

In fulfilling its mission, TII strives towards three overarching aims which, taken together, represents its vision:

- To be leaders in the delivery and operation of sustainable transport infrastructure and services.
- To ensure that Ireland's national road and light rail infrastructure is safe and resilient, delivering better accessibility and sustainable mobility for people and goods.
- To be recognised as an organisation that values its people, customers, partners and the environment.

Values

TII's way of working reflects its core values shared and promoted among all TII team members:

Sustainability: TII prioritises sustainability in our decision making, playing our part in addressing the climate and biodiversity crises

Collaboration: TII fulfills its mission through effective teamwork, communication, and partnership.

Innovation: TII seeks to create value relevant to its mission through the application of new and better solutions.

Integrity: TII inspires trust through honesty, fairness and accountability.

Spirit of Public Service: TII is dedicated to providing quality service and value for citizens and visitors to Ireland.



Strategy

TII's Statement of Strategy sets out the strategic objectives and actions to which TII is committed for the period 2021 to 2025 against the backdrop of TII's national road and light rail related remit and Government priorities.

Strategic Goals



Useful References:

Statement of Strategy: TII Statement of Strategy 2021-2025

Scheme Overview

MetroLink is a transformative piece of new public transport infrastructure, the first of its kind in Ireland. It will comprise a high-capacity, high-frequency, modern and efficient metro railway, with 16 new stations running from Swords to Charlemont. The alignment will link Dublin Airport, Irish Rail, DART, Dublin Bus and Luas services and create a fully integrated public transport network for the Greater Dublin Area (GDA).

As well as linking major transport hubs, MetroLink will connect key destinations including Ballymun, the Mater Hospital, the Rotunda Hospital, Dublin City University (DCU) and Trinity College Dublin (TCD).

When Metrolink operations commence there will be trains every three minutes during peak periods. This can rise to a service every 90/100 seconds by 2060 if required. The system will be capable of carrying up to 20,000 passengers per hour in each direction. For comparison, current Luas Green Line services can carry circa 9,000 passengers per direction per hour.

A short video on the programme can be found here: <https://vimeo.com/730404075>

When completed, passengers will be able travel from Swords to Dublin city centre in approximately 25 minutes and it is estimated that MetroLink will carry up to 53 million passengers annually. It will change the way people travel – and how people live.

Given the nature, scale, and complexity of the MetroLink Programme, the MetroLink Directorate organisation structure and shape will need to be agile to the requirements of the delivery of the Project.

Key Facts:

- Automated metro system GoA4
- Overall Scheme Length: 19 km
- 2 major tunnels
- Central section at airport: 2.4 km
- Southern section to city centre: 10.1 km
- 16 Stations including 11 underground
- CAPEX Central Cost Forecast of €9.5bn (2022 prices, excl VAT)

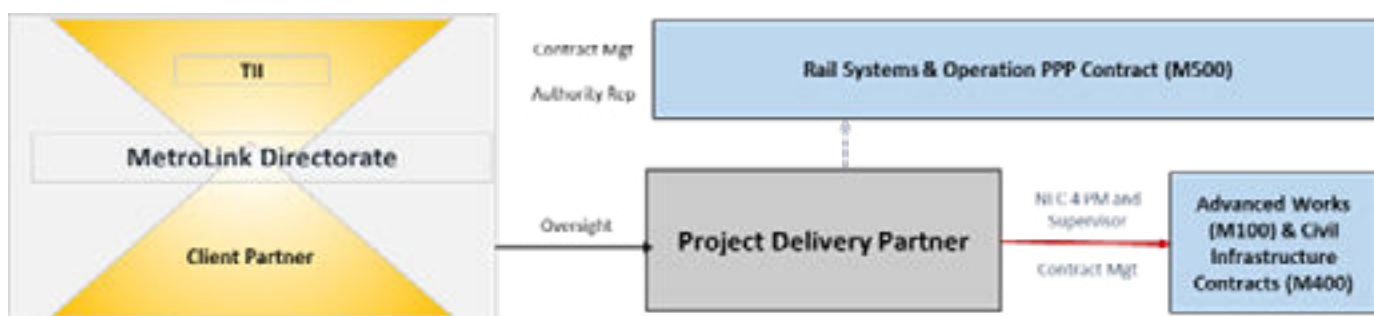


MetroLink Structure

An Agile Client Model will be applied as follows:

- TII appointed personnel shall fulfill key leadership roles within the MetroLink Directorate, other roles within the Directorate are provided by TII and external organisations with relevant experience, skills, and resources.
- The MetroLink Directorate will operate in an integrated manner with two key external partners with the necessary experience, qualified and skilled

resources: the Client Partner, which will fill most roles in the MetroLink Directorate on a resource augmentation basis and the Project Delivery Partner (as outlined below). The MetroLink Directorate will also interface with TII Corporate in certain areas.



MetroLink Directorate – Key Deliverables for Interim Period & Phase 1:

- Mobilise Client Partner into the MetroLink Directorate as one team.
- Onboard key MetroLink leadership resources
- Establish the MetroLink Directorate processes, procedures, systems etc.
- Review and familiarisation with the designs developed to date and requirements defined by the EIAR
- Produce Tender Design of Major Infrastructure Contracts
- Procurement of Major Infrastructure Contracts
- Procurement and mobilisation of Project Delivery Partner

Project Delivery Partner

- Oversee and act as the Project Manager for the M100 and M400 contracts, undertaking design assurance, contract management, construction supervision, construction assurance, interface management and stakeholder management.
- Pre-fit out assurance prior to M400 handover to M500
- Systems installation assurance of M500
- Undertake construction supervision and assurance of the M500 contract upon commencement of the M500 works phase

M100 / M400 / M500 Contracts

- The M100 Contract is an Advanced Works Contract that include utility diversions, archaeological resolution, vegetation clearance and demolitions that will precede the main M400 series civil construction contracts.
- The M400 series contracts for the base infrastructure comprise three, geographically based, design-build contracts for the civil engineering and stations components, divided between the Southern (M401), the Central (M402) and the Northern (M403) sections.
- The M500 is a single, availability-based, PPP contract for the delivery of alignment-wide systems, the automated train control metro system, trains, construction of P&R, depot and operations control buildings as well as 25-year of operations and maintenance of these assets.

Governance

The Government's Public Spending Code (PSC) for Public Transport Capital Projects is the overarching governance framework for the Metrolink Programme. Under the PSC, TII as Sponsoring Agency is responsible for the delivery of the Metrolink Programme.

The National Transport Authority (NTA) has overall responsibility for the Metrolink Programme and is an Approving Authority. As this Programme has an estimated capital cost in excess of €200 million, the Government is the ultimate Approving Authority for key decision gates with NTA performing the day-to-day role of the Approving Authority. TII is subject to NTA's Project Approval Guidelines.

The MetroLink Preliminary Business Case prepared by TII was approved by the NTA Board for submission

to the Department of Transport (DoT) and onwards submission to Department of Public Expenditure and NDP Delivery and Reform (DPENDR) for review.

In July 2022, the Government granted Approval in Principle to the NTA to enable the submission of a railway order application by TII to An Bord Pleanála in respect of the MetroLink Programme (Decision Gate 1).

Project specific Governance arrangements are in place and are currently under review, as planned, in preparation for the delivery phase of the project.

Provisional Timescales

Activity	Expected Date for Completion
Approval in Principle: Decision Gate 1	Jul 2022 (A)
Submit Railway Order Application	Sept 2022 (A)
Appoint Client Partner	Aug 2023 (A)
Detailed Project Brief and Procurement Strategy Submission	Q4 2023
Pre-Tender Approval: Decision Gate 2	Q1 2024
Tenders issued	2024/2025
Railway Order granted	Q4 2024
Start of Construction (Advanced Enabling Works)	2025
Commencement of passenger services	Early 2030s

The Role

Role Purpose

The role holder is responsible for the contract management and strategic performance management of the Client Partner. The contract budget is estimated to be in the region of €200m for the life of the project. The Client Partner will lead or support the following activities (list not exhaustive):

- Develop appropriate frameworks, systems, processes and procedures to control and manage delivery of MetroLink.
- Produce Tender Design for M400s Major Infrastructure and M500 PPP contracts.
- Produce all relevant procurement documentation for the above contracts and for the Project Delivery Partner.
- Provide Design Assurance services, with direct responsibility for M500 Design Assurance and the oversight Design Assurance of M400s by the Project Delivery Partner.
- Oversee Railway Systems Integration line-wide by M500.
- Oversee, collaborate and work with the Project Delivery Partner in their role overseeing each of the M100 and M400 Contracts as well as the Construction Supervision and Assurance and Systems Installation assurance by M500.
- Oversee and act as the Authority's Representative for the M500 Contract

Role Description, including Key Responsibilities

The role holder leads the strategic performance management of the Client Partner to maximise value for money and deliver in alignment with agreed strategy for Dublin MetroLink.

Reporting Structure

- Reporting to Head of Procurement & Contracts



Key Responsibilities

- Responsible for the contract management of the Client Partner to ensure business objectives are achieved
- Support the implementation and maintenance of a robust Supplier Relationship and Performance Management strategy for the Client Partner(s)
- Utilise and build knowledge of relevant markets and supplier relationships, including capabilities and capacities, to inform contract strategies
- Advise and provide professional challenge cross functionally within MetroLink, external consultants and others on complex procurement and contractual matters associated with the Client Partner(s)
- Ensure best value for overall project commercial decisions within area of responsibility
- Ensure compliance with EU, National and TII corporate procurement policies and procedures
- Working alongside the Head of Procurement and Contracts as a point of contact for all Client Partner related matters
- Act as a brand ambassador for MetroLink

The above specification is not exhaustive and is not intended to be a comprehensive list of all duties associated with this role and consequently, the post holder may be required to perform other duties as appropriate to the role which may be assigned to them from time to time and to contribute to the development of the post while in office.

Experience:

Direct experience of contract management on large scale contracts, to include the following:

- Extensive experience of managing a range of commercial agreements, legal awareness of contract risks, including experience of complex and bespoke contract terms and commercial principles including supplies, services and framework agreements

- Experience in managing consultancy contracts and requirements in the order of €20m or equivalent
- Contract change control management, cost management and contract negotiation
- Supplier relationship management and performance management.
- NEC terms and conditions
- Construction supply chain market knowledge
- Delivering solutions and results in dynamic environments
- Delivery on behalf of public bodies and experience of procurement including EU Directives and the evaluation of significant contract tenders is desirable.
- Direct experience of highly complex, large engineering capital investment programmes and experience gained within safety critical infrastructure environments such as metro/ rail are desirable.

Qualifications

- BA/BSc Hons in Engineering, Quantity Surveying, Business, or related discipline

Professional Memberships

- Chartered Engineer, Chartered Surveyor (SCSI or MRICS) or accredited Project Manager

Core Competencies:

- Leadership and Strategic Direction
- Judgment & Decision Making
- Management & Delivery of Results
- Building Relationships & Communication
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service values

A further description of the core competencies is outlined below

Principal Conditions of Service

The following is an overview of the benefits package on offer with this role - a good salary and comprehensive benefits package will be offered to secure the chosen candidate:

- Salary: TII seeks to appoint a suitably qualified and experienced candidate to the post and recognises some candidates will be currently based internationally.

The grade for this position is Principal Officer. The salary for this grade is dependent on whether the appointee is newly recruited to the civil or public service or is an existing civil or public servant appointed before or after 6th April 1995:

- o New public servant appointee/existing public servant, appointed since 6 April 1995:
Personal pension contribution (PPC) rate:
€98,665 – 122,041.
- o Existing public servant, appointed pre 6 April 1995:
Non - Personal pension contribution (Non-PPC) rate: €93,733- 115, 939.

Rates provided are those applicable from 1 October 2023.

Important note relating to salary:

The rate of total remuneration may be adjusted from time to time in line with Government pay policy as applying to public servants generally.

- 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
- **Pension** – Single Public Service Pension Scheme (SPSPS) – a defined benefit pension scheme based on a career average.
- **Annual Leave** – 30 days plus Irish bank holidays
- **Tenure** - The appointment will be on a fixed-term basis (e.g. a specified purpose contract) *¹
- **Location** -The headquarters of TII are in Parkgate Business Centre, Parkgate Street, Dublin 8, D08 DK10.

¹ This appointment carries no entitlement to permanent status or permanent employment



The Recruitment Process

Steering Point and Newsom Consulting have been appointed by TII to manage the executive recruitment for the senior TII employed positions on the MetroLink Programme. Steering Point is exclusively retained on this role and will be conducting initial interviews. Suitable candidates will be shortlisted and brought through the next stages of the recruitment process.

The Selection Process may include:

- Short listing of candidates by a selection panel, on the basis of the information contained in candidate applications and assessed against requirements of the position.
- A first interview, using competency-based questions and application screening
- Psychometric assessment and evaluation if required
- A second interview with a selection panel and a presentation if required.

Shortlisting

In the event of a shortlisting exercise being employed; an expert board will examine the information provided in your application. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience in your application.

Recruitment Timescales

Closing Date for applications – 5.30pm 11th December

Shortlisting – 8th January 2024

TII 1st Interviews – mid January 2024

TII 2nd Interviews – early February 2024

Requests for Reasonable Accommodations

TII, in line with the Employment Equality Acts 1998-2021, will where required provide reasonable accommodation 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: sdalton@steeringpoint.ie or by writing to the following address: 5 Fitzwilliam Square, Dublin 2, D02R744. 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 Steering Point with information necessary to make the decision on reasonable accommodation as promptly as possible. Steering Point 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 sdalton@steeringpoint.ie or by writing to the following address: 5 Fitzwilliam Square, Dublin 2, D02R744.

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, Steering Point will confirm the new date the person can expect to receive the information. If Steering Point is unable to provide the requested information, the reason will be explained fully in writing to the person making the request.

References

Applicants should begin to consider referees, names of people who you feel would be suitable for us to consult. TII will require the names and contact details for three referees. These referees do not have to include your current employer, but they 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 collect the details and contact referees should you come under consideration after preliminary interview stage.

Please note, should you be successful at final interview, we will require references that can be taken confidentially prior to confirmation for appointment.

Any offer of employment made to a successful candidate will be subject to satisfactory reference verification, of academic and professional qualifications and any other necessary clearance processes.

Medical

The successful candidate identified is subject to a pre-employment medical with TII's occupational medical provider.



How to Apply

For further information and to apply, please email Shay Dalton, in confidence at sdalton@steeringpoint.ie quoting TII Metrolink Client Partner Manager in the subject line of the email and include the following information:

- A comprehensive CV detailed as relevant to the position (no longer than 5 A4 pages).
- A cover letter/ personal statement outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position (no longer than 2 A4 pages).
- A fully completed Key Achievements Form (below);

All applications must be submitted for consideration by email only.

Closing Date: The deadline for applications is no later than **5.30pm on 11th December 2023**

Please refer to <https://www.metrolink.ie/en/> for further insight into our client's organisation and business.

For more information contact:

Shay Dalton

T: + 353 1 661 0444

E: sdalton@steeringpoint.ie

Core Competencies

Leadership and Strategic Direction	<ul style="list-style-type: none">• Leads the team, setting high standards, tackling any performance problems & facilitating high performance• Facilitates an open exchange of ideas and fosters and atmosphere of open communication• Develops capability and capacity across the team through effective delegation and empowers people to perform independently• Develops a culture of learning & development, offering coaching and constructive / supportive feedback• Leads on preparing for and implementing significant change• Actively collaborates with internal and external stakeholders
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Judgment & Decision Making	<ul style="list-style-type: none"> • Identifies and focuses on core issues when dealing with complex information/ situations • Assembles facts, gathers verbal and numerical information and thinks through issues logically • Sees the relationships between issues and quickly grasp the high level • Identifies coherent solutions to complex issues • Takes action, making decisions in a timely manner and having the courage to see them through • Makes sound and well informed decisions, understanding their impact and implications
Management & Delivery of Results	<ul style="list-style-type: none"> • Initiates and takes personal responsibility for delivering results/ services in own area within time and budget • Balances strategy and operational detail to meet business needs • Manages multiple agendas and tasks and reallocates resources to manage changes • Makes optimum use of resources and implements performance measures to deliver on objectives • Demonstrating resilience and perseverance when faced with challenges • Critically plans, organises and reviews projects and activities to ensure their effectiveness • Instils the importance of efficiencies, value for money and meeting governance requirements • Ensures team are focused and act on key priorities, even when faced with pressure

<p>Building Relationships & Communication</p>	<ul style="list-style-type: none"> • Speaks and writes in a clear, articulate and impactful manner • Breaks business silos and promotes cross-functional working • Facilitates the sharing of knowledge, ideas and feedback • Actively listens, seeking to understand the perspective and position of others • Manages and resolves conflicts / disagreements in a positive & constructive manner • Works effectively within the stakeholder engagement process, recognising & managing tensions arising from different stakeholders perspectives. • Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals • Proactively engages with colleagues at all levels of the organisation and other functions and builds strong professional networks • Makes opinions known when s/he feels it is right to do so
<p>Specialist Knowledge, Expertise and Self Development</p>	<ul style="list-style-type: none"> • Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and are recognised by people internal and external to the function • Keeps up to date with key departmental, national and international policies and practices • Maintains a strong focus on self-development, seeking feedback and opportunities for growth. • Implementing robust practices to ensure strict compliance with risk management, safety and other relevant protocols. • Demonstrating and promoting behaviours that ensure safety objectives are met

Drive & Commitment to Public Service values	<ul style="list-style-type: none"> • Consistently strives to perform at a high level • Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues • Contributes positively to the project agenda • Is personally trustworthy, honest and respectful, delivering on promises and commitments • Ensures the public is at the heart of all services provided • Is resilient, maintaining composure even in adverse or challenging situations • Promotes a culture that fosters the highest standards of ethics and integrity
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Key Achievements

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 this role.

Please note that while there are six competencies associated with this level of role, all of which will be covered at interview stage, you are only being asked to demonstrate five below as part of your application.

Leadership & Strategic Direction
Empty space for key achievements

Judgment & Decision Making

Management & Delivery of Results

Building Relationships & Communication

Specialist Knowledge, Expertise and Self Development

Appendices

Appendix A – Eligibility Conditions

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.

Eligibility

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

In order to be eligible to commence the role, the candidate must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a valid permit/permission to work in the State.

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 NDP Delivery 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.

Appendix B - 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.

Steering Point, as Data Controller, is committed to protecting all personal and special categories of data held on you. This Data Protection Notice sets out the foundation on which all personal data that Steering Point collect from you, the “data subject”, or that you provide to us via several sources will be processed by us. We also want you to be clear as to what rights you can invoke to help you to protect your privacy. In this regard, it is important that you read this Data Protection Notice and understand our use of your personal data. Please note that we reserve the right to update this Data Protection Notice as required.

Our website <https://steeringpoint.ie/privacy-policy/> clearly sets out our Privacy Policy and our approach and obligations under Data Protection legislation. Any queries in relation to DP should come through sdalton@steeringpoint.ie.

For Transport Infrastructure Ireland’s GDPR provisions in relation to recruitment please see TII’s website TII’s GDPR Recruitment Provisions

For Newsom Consulting GDPR provisions in relation to recruitment, please see <https://newsomconsulting.co.uk/privacy-policy/>

Appendix C - Conditions of Service

Conditions of service will be applied in line with all relevant governmental circulars/procedures and policies applicable at time of placement.

Outside Employment

Appointees to full-time positions may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

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.

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

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Additional Superannuation Contribution

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

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.

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 in 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 7/2010VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

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

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

Ill-Health-Retirement

Please note 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.

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

Appointment post Ill-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.

2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.

2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Additional Conditions Applicable to this Role

- **Unfair Dismissals Acts 1977-2015:** The Unfair Dismissals Acts 1977-2015 will not apply to the termination of the employment by reason only of the expiry of the fixed-term contract (e.g. the fixed-term or specified purpose) without it being renewed.
- **Organisation of Working Time Act 1997:** The terms of the organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.
- **Ethics in Public Office Act 1995 to 2001:** The Ethics in Public Office Acts 1995 to 2001 will apply, where appropriate, to this employment.
- **Official Secrecy and Integrity:** During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information, especially information with commercial potential, either during or subsequent to the period of employment.
- **Probation Period:** A probationary period will apply to this position.

The above is non-contractual and provides an overview of the principal conditions applicable to this role. It is not intended to be a comprehensive list of the terms and conditions of employment which will be set out in the employment contract.

Appendix D - Other Important Information

Existing serving civil or public servant

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

Suitability

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, hhis 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.

TII will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation by Steering Point. 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. Should the person recommended for appointment decline, or having accepted it, relinquish it, Steering Point may at its discretion, select and recommend another person for appointment on the results of this selection process.

The importance of Confidentiality

We would like to assure you that protecting confidentiality is a priority. You can expect, and we guarantee, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn

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

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- Interfere with or compromise the process in any way.

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

- Candidates should note that contravention of the above provisions will lead to disqualification and will result in their exclusion from the process. Where a candidate has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

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