



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

CANDIDATE INFORMATION BOOKLET

Competition for appointment to the fixed-term position of:

TATICS Curriculum Development Officer (Grade VII)

REFERENCE No: **TCDO25**

Mayo, Sligo and Leitrim Education and Training Board

Closing Date: 12 noon on Thursday, 6th August, 2026.



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Northern Ireland - Ireland

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Executive
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INTRODUCTION

Mayo, Sligo and Leitrim ETB

Mayo, Sligo and Leitrim Education and Training Board (MSLETB), provides a comprehensive range of education and training services throughout the region. One of 16 ETBs nationally, MSLETB has the largest geographical area, covering 9,014 km² across the 3 counties. MSLETB serves a population of 243,000 people and its head office is located in Castlebar, with additional offices in Sligo and Carrick-On-Shannon.

We have a 21-member Board which has oversight of the services provided by almost 1,700 staff, to over 22,000 learners, with an annual budget of almost €120m. Our learners include fulltime students in post primary schools and also learners engaged in a wide range of Further Education and Training (FET) courses.

MSLETB educational provision includes 17 second level schools, while further education and training services are provided through education colleges, training centres and a range of adult and further education and training centres.

These locations deliver education and training services such as, Post Leaving Certificate Courses (PLCs), VTOS, Youthreach, Outdoor Education, Youth Services, Career Traineeship and Apprenticeship. The range of information and activities included in this website give some indication of the full scale and breadth of our Education and Training Board services.

Mayo, Sligo and Leitrim ETB places learning and the learner at the heart of its education and training provision with a mission of providing real opportunities for life and living to people in our region.

PROGRAMME OVERVIEW

TACTICS is a PEACEPLUS-supported cross-border initiative designed to enhance interoperability, operational readiness and collaborative emergency response capability between Northern Ireland and Ireland Fire & Rescue Emergency Services through joint training, curriculum development and strategic cooperation.

Project and Role Overview

The *Training Across Communities for Tactical Interoperability and Cross Border Safety (TACTICS)* Project is a PEACEPLUS-funded cross-border initiative that will bring together the Northern Ireland Fire & Rescue Service (NIFRS), the National Directorate for Fire & Emergency Management (NDFEM), and the Republic of Ireland Fire & Rescue Services (ROIFRS) to develop and pilot innovative emergency response training designed to improve mutual aid and operational interoperability across the island of Ireland.

Emergency incidents increasingly require coordinated multi-agency responses, as no single organisation possesses all the resources, expertise, or operational capacity necessary to manage major emergencies independently. Recent severe weather events, flooding incidents, and major community impact emergencies such as the Creeslough tragedy have highlighted the growing need for improved cross-border cooperation, shared procedures, and joint emergency response capability.

While Northern Ireland and Republic of Ireland Fire & Rescue Services operate under different legislative, governance, and operational systems, the TACTICS Project will support the development of shared training approaches and interoperability frameworks to improve understanding, coordination, and effectiveness during cross-border emergency incidents.

The project will be jointly delivered by NIFRS, NDFEM, South West College (SWC), and Mayo, Sligo and Leitrim Education and Training Board (MSLETB), with additional input from Republic of Ireland Fire & Rescue Services and ten Irish Fire Authorities. The project will develop a cross-border Fire & Rescue Emergency Service (F&RES) interoperability strategy and a series of pilot training initiatives designed to strengthen emergency response capability, improve operational coordination, and enhance public safety outcomes.

The Curriculum Development Officer will play a central role within this partnership, working closely with technical specialists and curriculum development colleagues across both jurisdictions to develop accredited training programmes, learning resources, operational guidance materials, and facilitator training frameworks.

The role will specifically support the development of specialist interoperability training within two operational areas:

Urban Search & Rescue (USAR)

Urban Search & Rescue refers to specialist rescue operations undertaken following structural collapse, natural disasters, industrial accidents, or terrorism-related incidents. USAR activities focus on locating, rescuing, and stabilising casualties trapped within collapsed or hazardous structures.

High Volume Pumping (HVP)

High Volume Pumping refers to the use of specialist high-capacity pumping systems during flooding incidents, firefighting operations, and large-scale water management emergencies. HVP capability is critical during severe weather and flood response operations.

The postholder will contribute to the development of joint training materials, operational procedures, facilitator programmes, and accreditation frameworks designed to improve cross-border emergency response interoperability and support long-term Fire & Rescue training capacity across Northern Ireland and Ireland.

Job Title: TACTICS Curriculum Development Officer

Responsible to: Head of Business Development

Job Purpose: The TACTICS Curriculum Development Officer will support the development of joint cross-border Fire & Rescue Emergency Service (F&RES) training programmes, operational guidance, and accredited learning materials designed to enhance interoperability between emergency response agencies in Northern Ireland and the Republic of Ireland.

Working collaboratively with the Northern Ireland Fire & Rescue Service (NIFRS), Republic of Ireland Fire & Rescue Services (ROIFRS), the National Directorate for Fire and Emergency Management (NDFEM), Mayo, Sligo and Leitrim Education and Training Board (MSLETB) and South West College (SWC). The postholder will coordinate the development of standardised cross-border training approaches, operational procedures, facilitator programmes, and interoperability frameworks.

The role will primarily support curriculum and training development within the specialist operational areas of Urban Search & Rescue (USAR) and High Volume Pumping (HVP), contributing to improved preparedness, mutual aid capability, and coordinated emergency response during major incidents.

The postholder will work closely with technical specialists, partner organisations, and awarding bodies to develop high-quality training manuals, facilitator resources, operational documentation, and accredited programmes that will form part of the long-term legacy and sustainability of the TACTICS Programme.

Location: Mayo College – Swinford hub

Main Duties and Responsibilities

The Curriculum Development Officer will play a key role in the delivery of the PEACEPLUS-funded TACTICS Project, a cross-border collaboration between the Northern Ireland Fire & Rescue Service (NIFRS), the National Directorate for Fire & Emergency Management (NDFEM), Mayo Sligo Leitrim Education and Training Board (MSLETB) and South West College (SWC).

The postholder will work collaboratively with technical specialists from project partners and a counterpart Curriculum Development Officer within MSLETB to design, develop, pilot and support accreditation of innovative cross-border Fire & Rescue Emergency Service (F&RES) training programmes and associated learning resources.

The role will focus primarily on curriculum development linked to:

- Urban Search & Rescue (USAR)
- High Volume Pumping (HVP)
- Cross-border emergency interoperability
- Joint emergency response procedures
- Facilitator / trainer development programmes

The Curriculum Development Officer will contribute to the development of a joint north-south accredited training framework and common procedures manual designed to improve operational interoperability and emergency response capability across the island of Ireland.

Main Duties and Responsibilities

Curriculum Development

1. Develop and coordinate curriculum content, training materials and learning resources aligned to the objectives of the TACTICS Project.
2. Work collaboratively with technical experts from NIFRS, NDFEM and associated partners to map existing operational procedures and identify opportunities for curriculum alignment and interoperability.
3. Support the design and development of:
 - Cross-border F&RES interoperability training frameworks
 - USAR and HVP training modules
 - Facilitator/trainer development programmes
 - Blended and practical learning materials
 - Assessment methodologies and learner guidance
4. Collaborate closely with the Curriculum Development Officer within South West College to ensure consistency and joint ownership of curriculum outputs across both jurisdictions.
5. Contribute to the development of a joint F&RES Common Procedures Manual designed to improve cross-border operational understanding and interoperability.

Accreditation and Quality Assurance

6. Liaise with awarding bodies, regulatory agencies and quality assurance partners to secure accreditation and recognition for training programmes in both Northern Ireland and Ireland.
7. Ensure curriculum materials comply with relevant awarding body standards, educational frameworks and quality assurance requirements.
8. Prepare documentation required for programme validation, approval and accreditation processes.
9. Participate in programme review, evaluation and continuous improvement activities.
10. To assist in the preparation and review of policies and procedures, in line with National QA Standards and MSLETB internal requirements.
11. Supporting and assisting in the development and the implementation of MSLETB's model and framework for programme development;
12. Ensure that all matters in relation to QA processes are conducted in a correct and proper manner in accordance with the process and procedures set out in the MSLETB QA System and in accordance with the criteria outlined by the relevant certifying bodies.

Project Delivery and Partnership Working

13. Participate in TACTICS project meetings, workshops and stakeholder engagement activities across the programme area.
14. Support the piloting and evaluation of training programmes delivered to emergency response personnel and facilitators.
15. Maintain effective communication and working relationships with project partners, emergency service personnel, external agencies and stakeholders.
16. Contribute to project reporting requirements, including monitoring and evaluation data, progress updates and dissemination activities.
17. Support the promotion of project outcomes, sustainability planning and legacy development activities.

General Responsibilities

The post holder is expected to:

1. Ensure that MSLETB programmes continues to develop as an inclusive, learner-centred organisation, providing a high-quality curriculum that is dynamic and meets the learning needs of students and the demands of the economy;
2. Promote and act as advocate for the implementation of the vision, mission and core values of MSLETB;
3. Contribute to the ongoing development and implementation of MSLETB Health & Safety policy;
4. Ensure MSLETB Equality policy is implemented in all areas of responsibility;
5. Implement marketing initiatives to ensure an effective profile of MSLETB and its activities;
6. Participate, as required, in the recruitment and selection of staff for MSLETB in accordance

with procedures;

7. Abide by MSLETB's Code of Conduct and seek to promote the College positively at all times;
8. Abide by all MSLETB procedures and ensure these are implemented in area of responsibility; and
9. Undertake any other reasonable duties and responsibilities as requested.

Person Specification

Each aspect of the criteria indicated below should be addressed in full on your application form in the Shortlisting Boxes. You must demonstrate in the essential and desirable criterion boxes how you feel you satisfy each of the criteria. The onus is on you, as the applicant, to fully complete this section. If you do not, the selection panel may have insufficient information to shortlist you. Information you provide elsewhere in your application will only be referred to by the selection panel to clarify what you have provided in the criterion boxes. In demonstrating how you feel you meet the criteria; it is not sufficient to make simple statements such as "Yes" or "Yes I meet this criterion" or to refer the panel to another section of the application form. In the event of an excessive number of applications, the College reserves the right to enhance shortlisting criteria.

Key Competencies:

Team Leadership

- Supports, develops, leads and manages staff.
- Works as part of a management team, contributing to the formulation and implementation of strategic plans, organisational policies and procedures.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing roles
- Encourages open and constructive discussions around work issues
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing

Analysis and Decision-Making Skills

- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

Management and Delivery of Results

- Project Management which involves taking responsibility and accountability for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Practices and promotes a strong focus on delivering high quality customer service, for

internal and external customers

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self development, striving to improve performance

Drive and Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity

Qualifications/Experience Job Title: Grade VII

	ESSENTIAL	DESIRABLE
QUALIFICATIONS / EXPERIENCE	Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent. or Have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or Have appropriate relevant experience which encompasses equivalent skills and expertise.	Relevant Degree Qualification – Level 8. Minimum 3 years' experience in Quality Assurance/Training Standards.
SKILLS	Have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service Competency Frameworks for the Irish Public Service.	Full Driving Licence

Terms and Conditions

Salary:	Grade VII
Contract Type:	Two Year Fixed Term
Hours of work:	35 hours per week.
Location:	Mayo College – Swinford hub
Annual Leave:	29 days

The Office

This is a two-year fixed term contract. The normal working week is a 35 hour five-day week basis excluding breaks.

The holder of the office shall not engage in any gainful occupation, other than as an employee of MSLETB, to such an extent as to impair the performance of his or her duties as an employee of MSLETB or in any occupation which might conflict with the interests of MSLETB or which might be inconsistent with the discharge of his or her duties as an employee of MSLETB.

Probation

The successful candidate shall serve a probationary period in accordance with the terms set out in MSL ETB's Probationary Policy.

Salary

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to MSLETB any fees or other monies (*other than their inclusive salary*) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

Salary Scale in accordance with Circular Letter 0058/2026

Salary scale and entry point on this scale will be determined in accordance with Circulars issued by the Department of Education as well as the submission of satisfactory supporting statements of service/supporting documentation, as appropriate. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Currently, the salary scale for Grade VII positions is as follows (note: the entry point for this post is Point 1 on the scale below):

Rates from 01/06/2026
€61,216
€62,716
€64,463
€66,218
€67,974
€69,548

€71,146
€72,702
€74,251
€76,910*
€79,582**

IMPORTANT NOTICE RE: SALARY: As per DE guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. **Starting Salary is not subject to negotiation.**

Annual Leave

The annual leave allowance for the position of Instructor is 29 days pro rata. This allowance is subject to the usual conditions regarding the granting of annual leave in MSLETB, 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, will apply on a pro-rata basis, in accordance with the provisions of the relevant legislation and Department of Education sick leave circulars.

Location/Base:

The initial location for this position is Mayo College – Swinford hub. Mayo, Sligo and Leitrim Education and Training Board reserves the right to assign you to any location or base that is under the control of Mayo, Sligo and Leitrim Education and Training Board, as the need arises. Any change in location or base by Mayo, Sligo and Leitrim Education and Training Board will not be deemed as redeployment as provided for under the Public Service Agreements.

Start Date:

MSLETB shall require a person to whom an appointment is offered to take up such appointment within a period of not more than 6 weeks and if they fail to take up the appointment within such period or such long period as the MSLETB in its absolute discretion may determine, MSLETB shall not appoint them.

Business Travel:

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

Superannuation Contributions:

Persons who become pensionable officers of MSLETB who are liable to pay Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to MSLETB at the rate of 5% of their pensionable remuneration.

Persons who become pensionable officers of MLETB, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to MSLETB at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (I.e. pensionable

remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

All person who become pensionable officers of MSLETB are required, in respect of Spouses and Children Contributory Pension Scheme 1986, to contribute to MSLETB at the rate of 1.5% of their pensionable remuneration or net pensionable remuneration, whichever is relevant and in accordance with the terms of the Scheme.

Person who become pensionable officers of MSLETB for the first time on or after 1st January 2013 are liable to pay the Class A rate of PRSI contribution and are required in respect of superannuation to contribute at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) plus 3% of pensionable pay.

Retirement:

Effective from 1st January 2013, the Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. The minimum retirement age is 66 with compulsory retirement at age 70.

For appointee who are deemed not to be “ new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 70.

For Class A “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age

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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28th July 2012. This may have implication 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 pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Panel

A panel may be formed by the interview board. Once a panel is formed, it remains in existence for 1 year and may be extended.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retiree, 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 Education Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education 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, 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 ending 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.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1st November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Scheme (VRS). It is conditions of the VER scheme that persons availing of the scheme are not eligible for re-employment in the public 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 VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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 has been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009-2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Eligibility to compete

Citizenship requirements

Eligible Candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 permission^[1] or a Stamp 5 permission.

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

Declaration

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

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

How to Apply

Reference Number and Title of Post must be quoted on Application Form. Applications on the official MSLETB Application Form are only accepted by email in PDF format to: employment@msletb.ie. The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

Please note: Only applications submitted on the official application form will be considered. The application form is available on the MSLETB website www.msletb.ie.

Closing Date:

The closing date for receipt of applications is **12 noon on Thursday 6th August, 2026**.

MSLETB will not consider an application received outside the closing date.

Essential Requirements and Personal Attributes

Candidates will be required to possess all the essential requirements and personal attributes required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview and/or a presentation.

Health

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

Selection Process

The Selection Process may include:

- shortlisting of candidates on the basis of the information contained in their application
- an initial/preliminary interview which may in turn include a questionnaire and/or presentation by the candidate;
- a competitive interview, which may also include a presentation or other exercise by the candidate.
- Work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate.

Please note that if MSLETB deems that there is an insufficient number of candidates for a competition to proceed, MSLETB reserves the right to re-advertise the position. Any candidates who applied for the original competition will be entered into the re-advertised position competition automatically.

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, MSLETB may decide that a smaller number will be called to the next stage of the selection process. In this respect MSLETB provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. 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 qualification/experience in your application.

Interviews

The scheduling of interviews is at the discretion of MSL ETB. Candidates will be required to attend interviews at their own expense. In general, candidates must physically attend for interview as MSLETB does not normally entertain any requests for phone or video interviews, however currently, it may be a requirement for candidates to be interviewed using Microsoft Teams or using another software solution as determined by MSL ETB. MSLETB will not entertain any requests to alter the allocated interview date or time, however MSLETB reserves the right to alter candidates allocated interview date or time. Candidates who do not attend for interview when and where required, or confirm their acceptance of attendance at interview if requested, will have no claim for further consideration and their candidature will be deemed to be withdrawn.

Communication

You may have your ability to communicate effectively in Irish and English assessed. Your ability in the language in which the interview is conducted will be assessed at the interview itself and in the other language by a separate competitive language test. This test will comprise conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the post.

References

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). These referees do not have to include your current employer, but should be in a position to provide a reference for you.

Please be assured that we will only collect the details and contact referees should you come under consideration for the post.

Security Clearance

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. This process will be initiated by MSLETB for the confirmed successful candidate recommended for any post engaged in relevant work.

If you have lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of the job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, if you are interested in pursuing a career within MSLETB we strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

https://www.acro.police.uk/police_certificates.aspx

<http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.police.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

Note: Any costs incurred in this process will be borne by the candidate.

Other Important Information

Only applications submitted before the closing date and time will be accepted into the competition. Candidates must inform MSLETB of any changes to their details once they have submitted their application form. All further correspondence with applicants will be by email, therefore the onus is on the candidate to

keep MSL ETB up to date on their current details.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the MSLETB is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the MSLETB will not be responsible for refunding any expenses incurred.

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

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

MSLETB will not be responsible for refunding any expenses incurred by candidates.

The Importance of Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

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.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or other test when and where required by MSLETB, or who do not, when requested, furnish such evidence, as MSLETB requires 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 MSLETB, including all forms issued by MSLETB 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.

Use of Recording Equipment

MSLETB does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purpose must seek written permission in advance. This policy is on place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in

such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act 2004.

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

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Candidates' Obligations

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

Candidates must not:

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

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

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/ imprisonment.

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

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

General Data Protection Regulation (GDPR)

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

When you submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Mayo, Sligo and Leitrim Education and Training Board is an equal opportunity employer.