



# Make the change to make a real difference

**A Career with the  
Health and Safety  
Authority**

Candidate Information Booklet

Assistant Manager - INAB  
Senior Inspector Grade I

Closing date: Thursday,  
26 February 2026 at 5pm

**HSA**

An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority

## Who we are

The Health and Safety Authority was established back in 1989\*. While our specific roles and responsibilities have developed over the years, our overall purpose has always been the same. We're responsible for the administration and enforcement of health and safety at work.

## What we do

We have a very wide range of responsibilities across a whole lot of areas, including occupational safety, occupational health and chemicals.

- We regulate the safety, health and welfare of people at work and those affected by work activities.
- We promote improvement in the safety, health and welfare of people at work and those affected by work activities.
- We regulate and promote the safe manufacture, use, placing on the market, trade and transport of chemicals.
- We act as a surveillance authority in relation to relevant single European market legislation.
- We act as the national accreditation body for Ireland.

\*The Authority was established in 1989 under the Safety, Health and Welfare at Work Act 1989. Additional functions have been conferred on the Authority since then under the Safety, Health and Welfare at Work Act 2005, the Chemicals Acts 2008 and 2010 and other legislation. In 2014, the Irish National Accreditation Board (INAB) was included under the Authority's functions. The Authority reports to the Minister of State for Business, Employment and Retail under delegated authority from the Minister for Enterprise, Trade and Employment.



The Chief Executive Officer and the Assistant Chief Executives (ACEs) manage the implementation of strategy in line with the Authority's statutory responsibilities. Each Assistant Chief Executive has responsibility for the divisions as set out below.

- a)** The **Corporate Services** division acts as the support structure for the Authority and that's what allows each of the other divisions to carry out what they do. The division is responsible for people and organisational development, finance, ICT, facilities, communications, legislation and corporate governance, procurement, strategic management including risk management, Freedom of Information, quality assurance and internal audit.
- b)** The **Chemicals and Industrial Products** division has responsibility for international, EU and national legislation covering the safe manufacture, use, transport, import, trade and sale of chemicals and industrial products. This includes the market surveillance and assessment of chemicals or industrial products used in the workplace and by consumers. The responsibilities of various teams within the division cover a broad number of areas. For example, some inspectors are actively involved in EU legislative development, policy and guidance activities for chemicals such as the carriage of dangerous goods by road (ADR), COMAH, REACH or for Industrial Products such as machinery, pressure equipment, lifts etc. Other inspectors may be more active in undertaking inspections of products on the market or manufacturing/ transport and distribution establishments.
- c)** The **Occupational Safety** division is involved in the development and implementation of policy across specific sectors like construction, manufacturing, mining and quarrying, engineering and transport, as well as national inspection and investigation teams for occupational safety and health. It also incorporates the Authority's legal team who provide legal advice and handle prosecutions via the Office of Public Prosecution
- d)** The **Occupational Health** division has responsibility for the development and implementation of policy and inspection programmes on occupational health and hygiene. The division also hosts the health and social care and agriculture, forestry and fishing national teams, which have a focus on occupational safety and health policy and inspection in these sectors. On top of all that, it has responsibility for the delivery of the Authority's enterprise and employee supports (BeSMART, HSAlearning, WorkPositive).



In addition, the Irish National Accreditation Board (INAB) provides the national accreditation service for Ireland. INAB was established in 1985 and is a Committee of the Health and Safety Authority under legislation (Safety, Health and Welfare at Work Act 2005, as amended by the Industrial Development (Dissolution of Forfas) Act 2014. Accreditation is the formal recognition that an organisation is competent to perform specific processes, activities, or tasks in a reliable, credible and accurate manner. INAB also reports directly to the CEO of the Health and Safety Authority.

If you'd like to know anything more about the Authority, including current structure, publications and key documents, you can take a look at [www.hsa.ie](http://www.hsa.ie)

Further information about INAB is available at [www.inab.ie](http://www.inab.ie)

## Why consider a role in the HSA?

If you're looking for a career where you can make a real difference, with the potential for enormous personal satisfaction, then we urge you to consider a role with the Health and Safety Authority.

All of our staff, regardless of their specific job, work towards achieving our vision of creating

**"To deliver healthy and safe working lives and contribute to productive enterprises."**

We make a difference and we are proud of what we do, with every day bringing different challenges and opportunities. The Authority is in every county in the country, and our remit is wide and varied. We also represent Ireland in European and international fora. If you're ready to join us, to be challenged, and to grow professionally, then consider a role with the Authority.



## **Our commitment to supporting our Staff:**

- We are committed to embracing opportunities for blended working, to build a dynamic, agile and responsive organisation while sustaining strong standards of performance and high levels of productivity.
- A healthy work-life balance is so important to us that we recognise this by offering a whole range of work-life balance options and a wide variety of special leave options.
- If you enjoy cycling, we even provide access to the Cycle to Work Scheme and the Tax Saver Scheme.
- Our extensive wellbeing programme includes an Employee Assistance Programme, health screening, health and nutrition advice and wellbeing talks.
- We are committed to providing ongoing learning and development opportunities so that you can reach your full potential. Staff are actively encouraged to pursue further education opportunities through our Refund of Fees Scheme.

## **We are committed to Diversity and Inclusion:**

- As an equal opportunity employer, we're all about ensuring committed to implement equal opportunities in all our employment policies and procedures.
- We value and welcome diversity and are committed to creating a truly inclusive workplace. We aim to develop colleagues to enable them to make a full contribution to meeting the Authority's objectives, and to fulfil their own potential on merit.
- Diversity and inclusion is reflected in and embedded across our employment policies and practices and is reflected in the faces we see in our workplace each day.
- We welcome and encourage job applications from candidates of all backgrounds.



## **Senior Inspector Grade I: Assistant Manager - INAB**

This is a senior role, reporting to the Head of INAB, the Assistant Manager, Inspector Grade I - INAB is responsible for the allocation of accreditation activity across assessment managers and administration staff to ensure the effective distribution of INAB's assessment workload while contributing effectively and efficiently to the Authority's Programme of Work (PoW).

Key accountabilities for the role include, but are not limited to, the following:

- Leads and manages the Assessment Review Committee (ARC) on decision making.
- Takes decisions on accreditation as may be assigned.
- Oversees and manages the cross frontiers activities for accreditation.
- Delivers on INAB's strategy.
- Represents, as assigned, INAB at National, EU and International fora and ensures effective contributions to international accreditation policy.
- Manages a team of direct reports.
- Ensures continuous improvement of work processes by evaluating accreditation activity, reviewing targets and results and assessing the added value of the various activities undertaken.
- Participates in the Management Group and contributes to the implementation of strategic, organisational, financial and operational goals and objectives.
- Participates in HSA committees when required.
- Ensures team members are complying with the relevant processes and procedures identified in the INAB quality system, broader HSA protocols and memorandums of understanding.
- Maintains the integrity of the data on the relevant platform(s), ensuring its quality and its timely completion by self and direct reports.
- Manages the safety, health and welfare of staff and oversees compliance with the responsibilities as set out in the Authority's Safety Statement.
- Implements change initiatives, promoting a culture which encourages innovation and supporting team members through the change process.



## Requirements:

### Essential Requirements:

The ideal candidate must be able to demonstrate:

- Primary degree (NFQ level 8 or equivalent) in relevant discipline.
- Five years relevant work experience (e.g. in the areas of Accreditation/Certification/Regulation).
- Possession of a full driving licence (Category B).
- Demonstrate that they possess the required competencies for the role as set out in Appendix 1

### Desirable Requirements:

In addition to the above essential requirements, it would be a decided advantage for candidates to have:

- A qualification in quality management systems and/or other relevant technical qualifications.
- Knowledge and experience of working within an accredited quality management system.
- Have excellent planning and organisational skills and the ability to lead and manage diverse teams.
- Have a record of achievement in their career to date, demonstrating significant management skills including the ability to provide effective leadership and direction.

## Conditions of Service

### Tenure

The successful candidate will secure their full-time permanent position as Grade I Inspector grade in the public service after successfully completing an eleven-month probation period.

### Salary

For persons paying Class A rate of PRSI contributions, the scale is as follows: €85,786   €88,481   €91,182  
€93,874   €96,567   €99,770   €103,415<sup>1</sup>  
€107,064<sup>2</sup>

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

The starting salary will be at the minimum point of the scale and the rate of remuneration will not be subject to negotiation.

Appointments arising from this competition are subject to Section 52, of the Safety, Health and Welfare at Work Act 2005 and any other Act for the time being in force relating to the Authority.

**Note:** Different pay and conditions may apply if, immediately prior to appointment, the successful candidate is already a serving civil or public servant. The rate of remuneration may be adjusted from time to time in line with government pay policy.

### Probationary Period

The successful candidate will carry out an 11 month probationary period. Shortly before the end of this period, a decision will be made on substantive appointment to the position.

### Location

The preferred location is Dublin however, assignment to one of the alternative regional locations may be considered. The Authority reserves the right, at its discretion, to change the primary location to any other place within Ireland.



## Hours of Attendance

Hours of duty will be subject to the exigencies of the post but will not be less than 41 hours 15 minutes gross or 35 hours per week, Monday to Friday, excluding luncheon intervals. The successful candidate 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

30 days per annum, exclusive of the usual public holidays. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service and is based on a five-day week. You can find our other conditions of service in **Appendix 2**.

## How to Apply

Conscia will be managing all aspects of the recruitment process on behalf of the Authority and all relevant information can be found at <https://www.consciatalent.com/HSA>. On this page, you can click on the relevant job title and download the Candidate Booklet and Application Form.

You can also submit your completed Application Form by clicking "Apply for Job". Please note that Cover Letters and CVs are not required and should not be submitted. No enquiries or canvassing may be made to the Authority.



## Acceptance of Application

Before you apply for any position please familiarise yourself with the job description and ensure that you meet the essential requirements. The acceptance of an application from a person, or the requesting of a candidate to attend for interview or any other test, is not to be regarded as an admission that such person possesses the prescribed qualifications, experience, or other essential requirements. Prior to appointing any candidate to a position, the Authority will make any enquiries it deems necessary to establish the suitability of that candidate. For further information on the application and selection process, please see **Appendix 3**.

## Closing Date

The closing date for completed applications is **Thursday, 26 February 2026 at 5pm**.

Unfortunately, applications after this deadline cannot be accepted and late applications will be ineligible for consideration. Please make sure that you have allowed sufficient time for the transmission of your application.

An acknowledgment email will be issued in respect of all applications received (this email will acknowledge receipt and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgment email within two working days of the date of submission, the applicant should contact [hsa@consciatalent.com](mailto:hsa@consciatalent.com) to ensure the application has been received.

## APPENDIX 1: REQUIRED COMPETENCIES

### Key Competencies for the Role

The attention of candidates is drawn to the key competencies model that has been developed for posts at Inspector Grade I level, which reflects the complex environment in which this position will operate:

<p><b>SENIOR INSPECTOR GRADE I</b></p> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>■ Demonstrates commitment to and acts as a role model of the Authority's values</li> <li>■ Actively contributes to the development of the strategies and policies of the Authority</li> <li>■ Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise</li> <li>■ Leads and maximises the contribution of the team as a whole</li> <li>■ Considers the effectiveness of outcomes in terms wider than own immediate area</li> <li>■ Clearly defines objectives and goals and delegates effectively, encouraging ownership and responsibility for tasks</li> <li>■ Develops the capability of others through feedback, coaching and creating opportunities for skills development</li> <li>■ Identifies and takes opportunities to exploit new and innovative service delivery channels</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensures quality and efficient customer service is central to the work of the division</li> <li>■ Looks critically at issues to see how things can be done better</li> <li>■ Ensures controls and performance measures are in place to deliver efficient and high value services</li> <li>■ Effectively manages multiple projects</li> </ul> <p><b>Interpersonal &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>■ Presents information in a confident, logical, and convincing manner</li> <li>■ Encourages open and constructive discussions around work issues</li> <li>■ Promotes teamwork within the unit, but also works effectively on projects across the Authority</li> <li>■ Maintains poise and control when working to influence others</li> <li>■ Instils a strong focus on Customer Service in his/her area</li> <li>■ Develops and maintains a network of contacts to facilitate problem solving or information sharing</li> <li>■ Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues, and the political system</li> </ul>
<p><b>Analysis &amp; Decision Making</b></p> <ul style="list-style-type: none"> <li>■ Researches issues thoroughly, consulting appropriately to gather all information needed on an issue</li> <li>■ Understands complex issues quickly, accurately absorbing and evaluating data</li> <li>■ Integrates diverse strands of information, identifying inter-relationships and linkages</li> <li>■ Uses judgement to make clear, timely and well-grounded decisions on important issues</li> <li>■ Considers the wider implications of decisions on a range of stakeholders</li> <li>■ Takes a firm position on issues considered strategically important for the Authority</li> </ul>	<p><b>Drive &amp; Commitment</b></p> <ul style="list-style-type: none"> <li>■ Is self-motivated and shows a desire to continuously perform at a high level</li> <li>■ Is personally honest and trustworthy and can be relied upon</li> <li>■ Ensures the customer is at the heart of all services provided</li> <li>■ Through leading by example, fosters the highest standards of ethics and integrity</li> </ul>
<p><b>Management &amp; Delivery of Results</b></p> <ul style="list-style-type: none"> <li>■ Takes responsibility for challenging tasks and delivers on time and to a high standard</li> <li>■ Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances</li> </ul>	<p><b>Specialist Knowledge, Expertise and Self Development</b></p> <ul style="list-style-type: none"> <li>■ Has a breadth and depth of knowledge of Authority issues and is sensitive to wider organisational and departmental priorities</li> <li>■ Keeps up to date with professional/technical developments relevant to area</li> <li>■ Acts as a resource to the Authority in relation to the provision of expert knowledge/skill</li> <li>■ Ensures that a full range of expertise is available to the team either internally or externally</li> <li>■ Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role</li> </ul>

## **APPENDIX 2: ADDITIONAL CONDITIONS OF SERVICE**

### **Contract Arrangements**

Appointments arising from this competition are subject to Section 52, of the Safety, Health and Welfare at Work Act 2005 and any other Act for the time being in force relating to the Authority.

Staff of the Health and Safety Authority may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the Authority or be inconsistent with their official positions. For this reason, candidates who come under consideration for appointment will be required to complete a conflicts of interest declaration, which will be reviewed by the Head of P&OD prior to their appointment. In the event of identified conflicts of interest, it may arise that candidates may not be considered for certain posts.

### **Payment Arrangements**

Salary will be paid fortnightly in arrears by credit transfer into your nominated bank account. In the event of overpayment, deductions will be made from subsequent salary payments in accordance with agreed procedures.

### **Travel and Subsistence**

Travel and subsistence expenses properly incurred and vouched in the discharge of your duties shall be paid by the Authority in accordance with the scale applicable to civil servants at a comparable level subject to such conditions as approved from time to time.

### **Health**

Any person appointed must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **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 sick leave circulars.

Appointees, who will be paying the 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 the Health & Safety Authority.

Payment of salary during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

### **The Organisation of Working Time Act 1997 (As Amended)**

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this appointment.

### **Superannuation and Retirement**

Successful candidates 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, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

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

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

- **Pensionable Age:** The minimum age at which pension is payable is 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.

## **APPENDIX 2: ADDITIONAL CONDITIONS OF SERVICE continued**

### **Pension Abatement**

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/ Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, (the 2012 Act).

### **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. The 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.

### **Early Retirement Schemes and Redundancy Schemes within the public sector**

Such schemes imposed certain conditions on those availing of these schemes in relation to employment later in the wider public service. The onus is on each applicant to ensure, that if they have availed of such a scheme, they are eligible to apply for this competition.

### **III-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.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

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

### **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 3: APPLICATION TERMS AND CONDITIONS

### Contact details

On completing your personal details, you must provide a valid email address. You should note that all future correspondence during the selection process will be via the email address that you supply. It is your personal responsibility to monitor this email account.

### Canvassing

Any attempt by candidates themselves, or by any person(s) acting at their instigation, directly or indirectly, by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour any officer of the Authority or any person acting on behalf of the Authority, will automatically disqualify the candidates for the position(s) they are seeking.

### Eligibility to compete

Eligibility to compete is conditional on applicants, where relevant, having the necessary requisite work permit/visa/permission to enable them to work legally in the Republic of Ireland. The onus is on each applicant to satisfy themselves that they meet this requirement.

### Selection Procedures

The Agency will use both essential and desirable requirements as referred to earlier in this candidate information booklet to shortlist candidates and scoring will be based on the information contained in the application form for the role.

The Authority, with the assistance of the Agency will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice. Normally the number of applications received for a position exceeds that required to fill the vacancy. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to process all candidates to the next stage of the selection process, the Authority may decide that a certain number only will be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

In the event of many applications the Authority may shortlist based on information provided in the application. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications, and experience meet the requirements of the post.

Selection methods may include:

- Shortlisting of applicants as outlined above
- Competitive initial/preliminary interview
- Online testing of candidate's abilities
- Written assessments with work sample test or other exercises
- Presentation to selection panel
- Competitive Final Interview
- Any other test or assessment as deemed appropriate including psychometric assessment.

Candidates will be required to attend for interview or any other tests at their own expense. It is not possible to alter the allocated interview/test date or time.

At the final stage, candidates who meet the required standard for the job are placed in order of merit and considered for appointment in that order.

We aim to accommodate candidates with no unnecessary obstacles placed in their way. We will assist candidates with disabilities, so they are provided with appropriate and reasonable accommodations to ensure that they have the best opportunity to perform to their optimum.

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

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

### Communication with Candidates

The Authority conducts its recruitment in line with the Commission of Public Service Appointments (CPSA) Code of Practice. There is a commitment to open, timely and effective communication to candidates. Accurate, sufficient and appropriate documentation is issued to candidates. Enquiries are dealt with in an efficient and timely manner.

Clear, specific and meaningful feedback is provided when requested by candidates. Effective systems are in place to manage the feedback function.

The Authority's recruitment process is governed by the Freedom of Information Acts and candidates may request information in line with the requirements of that Act. It is Authority policy however to provide such information without the necessity for an FOI request.

## APPENDIX 3: APPLICATION TERMS AND CONDITIONS continued

### Candidate Obligations

1. Candidates who do not attend for interview or any other test when and where required, or who do not furnish any material or evidence that the Authority may require in relation to their application, will have no claim for further consideration. Failure to furnish any documentation or other material within the required timelines will result in the candidate being deemed to have withdrawn their application from the competition.
2. Candidates must produce satisfactory documentary evidence of all qualifications claimed by them if required. Any credit given to a candidate at interview in respect of such claims is provisional and liable to revision if the necessary supporting documents are not furnished as requested. The Authority may request copies of academic transcripts and/or verify the authenticity of an applicant's qualifications with the relevant institutions.
3. Any candidate who supplies false or misleading information in their application may be disqualified. Candidates must not personate another candidate at any stage or interfere with or compromise the process in any way. Sharing information on the selection process through any means may result in you being disqualified.
4. Candidates must not canvass either directly or indirectly any person involved in the recruitment process.
5. The use of recording equipment of any type is not permitted at any stage of the recruitment process. Any candidate found to be in breach of this provision will be disqualified from a competition.

Candidates who fail to comply with these obligations may be disqualified from the process or, if already appointed they may have to forfeit the appointment.

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

### Candidates Right to Review

The review process enables candidates to seek review when they believe that an action or decision taken in relation to the selection process was unfair or unreasonable.

Candidates must address their concerns in relation to the process, in writing, to the Agency in the first instance. A request for review must be received within 7 working days of the notification of the decision. Where the decision relates to an interim stage of the selection process (e.g., shortlisting for interview) a request for review must be received within 3 working days.

The case will be dealt with in an efficient and timely manner and in line with this policy and procedures and will be reviewed by a person other than the individual who made the decision in question. If the candidate is unhappy with the outcome of the review, he/she may request a further review which will be carried out by the Agency.

### Screening (References, Medical Examination and Garda Vetting)

When a selected candidate has indicated their interest in the position which is being filled, the next stage is to carry out reference checks, medical examinations and if appropriate Garda Vetting.

References are sought, in writing or by phone, and candidates will be informed in advance of referees being contacted.

Verification of qualifications relevant to the post will be required. This may take the form of requiring sight of qualifications in original or copy form, transcripts of results, verification of awards/memberships directly by the awarding/professional body etc.

Medical examinations will be carried out to ensure that candidates are fit to fulfil the requirements of the role and, where necessary, to identify special arrangements which should be put in place to assist them in fulfilling the requirements of the position.

Garda clearance must be sought for all staff who will be appointed to an Inspector role and any other position in accordance with our Garda Clearance Policy. Should this be necessary candidates will be required to complete an online Garda Vetting Form should they come under consideration for appointment. **Please note that the garda clearance process which we carry out only covers addresses in the Republic of Ireland and Northern Ireland.**

Candidates who have lived or worked outside Ireland are required to provide Police Clearance for any address(es) where he/she has resided overseas for a period of 6 months or more. You will be required to provide the Authority with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you. The clearance must be dated after you left the respective countries. **Any costs incurred in this process must be borne by the candidates.**

## APPENDIX 4: GENERAL INFORMATION

### Ethics of Public Office Act

The Ethics of Public Office Act 1995 and the Standards in Public Office Act 2001 applies to this post.

### Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. All personal information provided in the application form will be stored securely by the Agency for the Authority and will be used solely for the purposes of processing your candidature.

### Legal Compliance

The Agency and the Authority are committed to complying with all relevant legislation over the course of this recruitment campaign, including but not limited to, the Employment Equality Acts 1998-2011, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2014.

### Expenses

The Agency and/or the Authority will not be responsible for any expense, including travelling expenses, candidates may incur in connection with this competition.

### Data Protection (Recruitment Process)

Personal data is collected and processed as part of the recruitment process. The following personal data is collected:

- Your full name
- Your email address
- Your mobile telephone numbers

### Lawful Bases for Processing Personal Data Consent

The Agency / the Authority processes personal data provided by you in your application during the recruitment process on the lawful basis of 'consent'. Your consent is required to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process. By entering a recruitment competition, you agree to us processing your data for the purposes of this recruitment process as outlined within this booklet.

### Contractual

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

### How your Information may be shared

We will not disclose your personal information for any purpose which is not connected with the job application. We may disclose your data on a confidential basis to select employees of our external service providers who support us with the administration of recruitment applications and selection processes.

### How long will your Information will be stored

Any personal data gathered in connection with your job application will be retained for 12 months.

### Unsuccessful Candidates

For those individuals who have been unsuccessful in the recruitment process, all information provided to the Agency /the Authority will be retained by the Agency/ the Authority for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

### Successful Candidates

For those individuals who have been successful in the recruitment process, all information provided to the Agency/ the Authority will be placed on your employee file. It will be retained during your employment with the Authority and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

### Your Data Protection Rights

You have the right to:

- ask what personal data we hold about you at any time,
- ask us to update and correct any out-of-date or incorrect personal data that we hold about you free of charge, and
- have any personal data about you deleted.

If you wish to exercise any of the above rights, please email your request to our data protection officer at [DPO@hsa.ie](mailto:DPO@hsa.ie)



An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority

**Make the change  
to make a real difference**