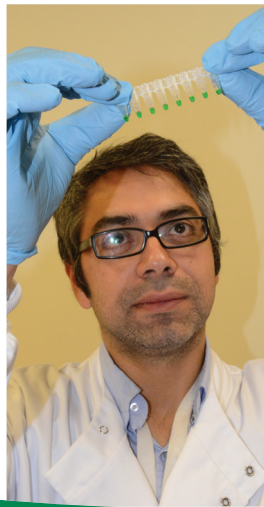


CANDIDATE INFORMATION BOOKLET

Helping you apply for jobs at Teagasc

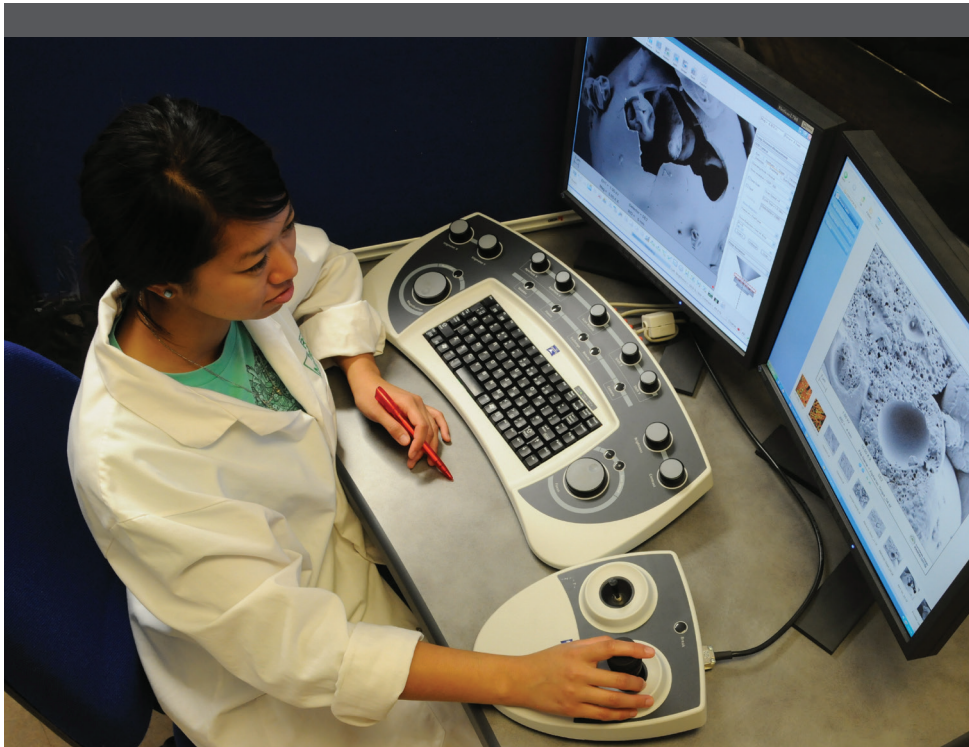




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Teagasc, the Agriculture and Food Development Authority, is the national body providing integrated research, advisory and training services to the agriculture and food industry and rural communities.

Our future success depends on attracting and identifying the best candidates and, to help achieve this, our employment policies and practices are of the highest standard. We want to be an employer of choice within the agri-food sector, with highly skilled, motivated, innovative staff who are adaptable and committed to personal development, and are recognised for their contribution to organisational and industry development.

We are committed to ensuring that all recruitment and selection practices are fair, consistent and in line with legislative requirements and that they follow best practice. All appointments are made on merit and through fair and transparent recruitment processes.

Teagasc has research centres, colleges and advisory offices located around the country, as outlined in the map below. Further information regarding the work carried out in the various centres can be accessed at www.teagasc.ie.





1. Benefits of working at Teagasc

We know that meaningful work, appropriate staff reward and recognition, and staff empowerment and development help Teagasc achieve its ambitious goals. We encourage staff to be responsible for their continuous development. We provide resources to help staff to become the best that they can be through formal development opportunities and on-the-job learning.

Merit-based promotion competitions offer staff career development opportunities. We know that staff who enjoy what they do flourish both personally and professionally. In turn, they offer a better service to clients and stakeholders. Staff are encouraged to maximise opportunities to develop and deliver high-value and impactful outcomes for the organisation through regular performance and development reviews.

You can find out more about the work that Teagasc does and what it is like to be a Teagasc employee by viewing a video at this link: <https://www.teagasc.ie/about/opportunities/careers/working-with-teagasc/#.en.46707>.

We know that staff who enjoy what they do flourish both personally and professionally.

Why work at Teagasc?



Staff benefits

- Pension scheme
- Group life plan
- Income continuance schemes



Staff wellbeing

- Employee assistance programme (EAP)
- Sick leave and pay
- Occupational Health Service
- Health checks
- Group Vhi scheme
- Wellbeing seminars
- Cycle to work scheme
- Sports & Social activities
- Work-life balance
 - Shorter working year
 - Career break
 - Remote working



Staff recognition

- Gold Medal Award
- Innovation Award



Staff promotion

Staff promotion is an important part of recognising and rewarding staff for achieving high performance



Staff development

- Training
- Study leave
- Sabbaticals
- Study trips
- Administrator Development Programme
- Technician Development Programme
- Management Development Programme
- Leadership Development Programme

Full details of the benefits and rewards of working at Teagasc can be viewed at <https://www.teagasc.ie/about/opportunities/careers/employee-benefits/>.



2. Career opportunities at Teagasc

With 1,200 staff providing research, advisory and education services across 55 locations throughout Ireland, there are a wide variety of employment opportunities available in Teagasc at all levels. You can register for notification by email of job vacancies that arise in Teagasc at <http://interactive.teagasc.ie/open/jobalerts/subscribe/>. We treat all applications in strict confidence, subject to the provisions of the Freedom of Information Acts, 1997 and 2003 and the Data Protection Acts, 1998 and 2003.

3. Advertising

Teagasc makes sure that all externally advertised competitions are advertised to the widest possible audience, taking into account the type of vacancy and budgetary considerations. We advertise all vacancies on our website and/or selected websites/print media relevant to the type of role.

4. Job specification

Each job has a job specification outlining the main duties and responsibilities of the role. This also lists the essential/desirable qualifications, knowledge, skills and behavioural competencies needed for the role. You must meet or exceed the 'essential' criteria listed to be included in the shortlisting process.

The title, grade, salary and location of the role are given on the job specification, along with a description of the main duties and responsibilities to be carried out. This is not a definitive list of the tasks associated with the role.

Applicants find the job specification useful when filling out a job application form. The hiring manager also uses it when assessing applications for the shortlisting process.

5. Application forms

Application forms are used for the majority of job vacancies. We only consider applications received on the appropriate application form for the relevant role. A hiring manager may sometimes ask for a curriculum vitae as an alternative to an application form.

The application form only looks for information relevant to the role. The hiring manager uses the information in the application form during both the shortlisting and interview processes to decide the most suitable candidate for the role.

The email address you supply is the primary form of communication. You must make sure that you notify us of any changes to your email address or phone numbers after you send in your application form.

You must complete all sections of the application form with all relevant information to show the extent to which you meet the education, skills and knowledge requirements of the role, as outlined in the job specification.

We don't hold curriculum vitae on file that we haven't asked for.

We normally acknowledge receiving your application form within a week by email. If you don't receive an email from us, please contact the Recruitment Services Manager at (076) 1112452 or email us at recruit@teagasc.ie to make sure that we got your application.

6. Shortlisting

Shortlisting is a preliminary step in the recruitment process. We look at each candidate's application to make sure, firstly, that they meet the essential criteria. Secondly, shortlisting finds candidates who have the most appropriate qualifications, skills and experience for the role.

Shortlisting also helps achieve a manageable and realistic number of candidates for interview, where there is a large number of applicants. Shortlisting is normally carried out by two people (usually the hiring manager and one other person). At least one of these will be a member of the interview board.

If you are not shortlisted for interview, we can give you feedback, on request.

You will be notified by email of the outcome of the shortlisting process as soon as possible after the closing date of the competition.

7. Interviews

Candidates are normally given 10 days' notice of the interview date and venue. You need to be available for interview on the required date in the selected location. It isn't possible to reschedule interview dates.

We use a competency-based interview method to choose the most suitable candidate for a role. This finds, through a structured interview process, the candidate whose competencies most closely match the competencies required for the role.

We supply you in advance with the list of competencies to be assessed at interview. In general, you have to attend one interview. However, from time to time, a second interview or additional form of assessment (e.g. written test, specific skills test, presentation) will be needed. We notify you of this in advance and will give you information about the assessment.

We may facilitate interviews through Skype, etc. for candidates who live outside Ireland. This is solely at the discretion of the hiring manager. We may need to hold a second face-to-face interview before offering employment, if the first interview is carried out using Skype. We will let you know the outcome of the interview by email as soon as possible after the date of interview.

8. Interview expenses

You are required to cover the cost of attending for interview. Teagasc is not responsible for any expenses which may be incurred by you in connection with your application for any role.

9. Interview boards

The interview board's role is to assess the suitability of each candidate by focusing on the key competencies for the role. The size of the interview board reflects the level and type of post being filled, and typically is made up of three to five people.

Interview boards are, as far as possible, gender-balanced and include the hiring manager and a relevant external expert. We do not generally provide the names of the people on the interview board to candidates in advance of interviews.

Questions during the interview will focus on the competencies to be assessed, with care taken to ensure fairness for each candidate. Abbreviated notes are taken during the interview and may be used by the board during the assessment and scoring process.



10. Panels

Teagasc sometimes runs recruitment competitions to form a panel of suitably qualified candidates to fill vacancies which may arise in the future (e.g. Agricultural Development Officer posts). This reduces the need to run multiple competitions where a number of similar roles are expected to be filled.

An interview board may also choose to list more than one candidate as being suitable for a post, following interview, and rank them in order of suitability. When you are placed on a panel, we let you know in writing and also tell you your ranking on the panel.

Vacancies which arise are filled from the panel in order of merit, i.e. the person placed first on the panel is offered the first vacancy to arise. This can vary to take account of candidates' stated geographical preferences and/or suitability to a particular role (e.g. for Agricultural Development Officer panels).

Panels arising from a panel competition (e.g. Agricultural Development Officer panel, Education Officer panel) are valid for 24 months from when they are formed. All other panels arising following interviews are valid for 12 months from when they are formed, unless otherwise specified.

11. Candidate obligations

Canvassing in any form by a candidate, or a representative on their behalf, automatically leads to disqualification and exclusion from the selection process.

Candidates must not:

- Knowingly or recklessly provide false information.
- Canvass any person with or without inducements.
- Impersonate a candidate at any stage of the process.
- Interfere with or compromise the process in any way.

If you have canvassed or have breached any of the above, then:

- Where you have not been appointed to a post, you are disqualified as a candidate; or
- Where you have been appointed to a post, you lose that appointment.



12. References

We contact at least two referees before offering employment to a successful candidate. You need to list three relevant referees on a Referee Consent Form, one of which must be your current or most recent employer.

We usually talk to referees by phone to verify your employment history, as well as to get a greater insight into your skills, knowledge and abilities from someone who has knowledge of or has actually seen you carry out your job.

When we let you know that you have been successful at interview, you need to give us written consent to contact the referees listed on the Referee Consent Form. Referees are not contacted without your prior knowledge and consent. Your appointment is subject to getting satisfactory references.

We ask for one academic reference from all candidates for Research grade posts. You need to give one written academic reference from a university supervisor before the interview date.

13. Offer of employment

We phone you or email you to offer you employment. The offer gives details of the role being offered, duration of contract, work location, salary, annual leave entitlement and any other relevant information. You must let us know in writing whether you accept the offer or not.

14. Contract of employment

When you formally accept the new role, we send you a contract of employment detailing all the terms and conditions of employment, including job title, work location, pay grade, annual leave, sick leave, pension, etc. You need to sign and return the contract, along with all other relevant documentation which may be requested, before you take up employment.

15. Verification of qualifications

Where a qualification is an essential criterion of your appointment, you need to provide us with a copy of academic transcripts. No appointment is made until we are satisfied that a candidate's academic qualifications are bona fide.

16. Pre-employment medical assessment

The primary purpose of pre-employment medicals is to assess the candidate's fitness for employment and advise if any restrictions or accommodations are required.

You need to complete a self-assessment form online, which is submitted confidentially to an external Occupational Health Service provider. You may also need a face-to-face assessment if the Occupational Health Service provider says it's necessary.

17. Moving to Ireland

You will need to prepare and complete several tasks when you are moving from another country to take up employment in Ireland. These include finding accommodation, opening a bank account, obtaining a PPSN (Personal Public Service Number) and registering to pay taxation. Further information to help you with your move to Ireland can be found on the Teagasc website <https://www.teagasc.ie/about/opportunities/careers/moving-to-ireland/>.

18. Non-European Economic Area (EEA) candidates

EEA residents can work freely in Ireland without the need for a visa or work permit. Non-EEA residents need a visa in order to come to Ireland. It is up to the candidate to ensure that they have a valid visa. Applications can be made online at <http://www.inis.gov.ie/en/INIS/pages/irish%20Visa%20Information>. Teagasc can then apply for a hosting agreement for the successful candidate. This applies to Research roles only.

Further information in relation to visa requirements and the right to work in Ireland can be viewed at http://www.citizensinformation.ie/en/moving_country/moving_to_ireland/working_in_ireland/coming_to_work_in_ireland.html.



19. Salary scales

There is a specific pay scale for each grade of staff employed in Teagasc, and this scale is outlined in the job specification for each advertised role. Under current public sector pay guidelines, a successful candidate begins on the first point of the relevant pay scale unless:

- They are currently employed in the public sector in a comparable role.
- They were last employed in the public sector in a comparable role no less than 26 weeks before taking up employment with Teagasc.

We need documentary evidence to verify dates of employment, the public sector organisation and the previous role before an offer at a higher point on the scale is offered/confirmed.

20. Garda vetting

We require Garda vetting for all new hires to college-based roles and for all new permanent hires in the organisation. You need to complete a detailed form which assists the National Vetting Bureau to identify you and to find out if you have any criminal convictions which may impact on your employment. Further information on this is given to you when issuing your contract of employment. Criminal convictions may result in your offer of employment being withdrawn or your employment terminated.

All other appointees need to complete a Character Self-Declaration Form. You are responsible for completing this form accurately and honestly. Any misstatements, incomplete statements and/or false declarations can result in the withdrawal of an offer of employment or termination of employment.

21. Equal opportunities at Teagasc

We are committed to equal opportunity in our employment practices, policies and procedures. This ensures that no applicant or employee receives less favourable treatment on the grounds of gender, civil status, family status, disability, age, religion, sexual orientation, colour, race (nationality or ethnic or national origins) and membership of the travelling community, as outlined in the Employment Equality Act, 1998 and Equal Status Act, 2000.

Employees are selected solely on the basis of their suitability for the post following a competency-based interview.

Recruitment/selection

To eliminate discrimination in the recruitment process, qualifications and requirements, i.e. experience, aptitude and potential, are in line with what is necessary to fill the position.

Application forms only require necessary and relevant information. Where selection procedures are used, these relate directly to the genuine requirements of the post.

Advertising posts at Teagasc

In accordance with and subject to the provisions of the Employment Equality Acts, 1977 and 1998, posts in Teagasc are open to all suitably qualified applicants.

Recruitment and promotion documentation and publicity material, including all appointment

advertisements, descriptions and application forms, have an equal opportunity statement.

Consistent with providing equal access to all, job advertisements are given the widest possible circulation. This is subject to cost and relevancy considerations and any requirements to circulate the opportunity to current serving staff members in advance of seeking to fill the post through open public competition. This does not preclude local advertising of positions where appropriate.

Interview panels

Members of interview boards are normally taught competency-based interview techniques which include the prevention of discrimination in the interview process. We make sure, as far as possible, that interview panels are gender-balanced.

22. Accessibility

We take all reasonable steps to ensure that opportunities are accessible to all potentially eligible applicants in formats and media that are accessible to persons with disabilities. In addition, we provide appropriate and reasonable accommodations to candidates with disabilities to ensure they have the best opportunity to perform to their optimum. You should make sure that you complete the relevant section on the application form which requests details of any special need that we can accommodate at interview or in the workplace. The information you supply is treated in the strictest confidence and will only be made available to relevant personnel in Teagasc where necessary.

23. Employment of young persons

Teagasc complies with the Protection of Young Persons (Employment) Act, 1996. The Act is designed to protect the health of young workers and ensure that work carried out during school years does not put young people's education at risk.

24. Appeals process

If you are unhappy with the outcome of a recruitment process, you can ask to have this decision reviewed. Every effort is made to resolve the matter on an informal basis. If you are still dissatisfied following any such discussion, or do not wish to have the matter dealt with informally, you can choose the formal procedures.

a) Informal process

- (i) You must ask the Recruitment Services Manager to review the recruitment decision within two working days of receiving the outcome of the shortlisting process or within five working days of receiving the outcome of the interview process.
- (ii) The Recruitment Services Manager carries out the information review without delay and within a period of time that allows you to avail of the formal review procedures within the specified timelines, if you wish to.
- (iii) If you are still dissatisfied following the informal discussion, you can adopt the formal procedures set out below. You must ask the Recruitment Services Manager to do this within two working days of receiving notification of the outcome of the informal review.

b) Formal process

- (i) You must address your concerns regarding the process in writing to the Recruitment Services Manager, setting out those aspects of the action or decision relating to your candidature that you want to have reviewed.
- (ii) A request to the Recruitment Services Manager to review the recruitment decision must be made within four working days of receiving the outcome of the shortlisting process or within 10 working days of receiving the outcome of the interview process. This is necessary to ensure that delays in the recruitment process are avoided.
- (iii) Any extension to these time limits are only granted in the most exceptional circumstances and are at the sole discretion of the Head of Human Resources.
- (iv) The Recruitment Services Manager acknowledges the review request within three working days.
- (v) The case is reviewed by a person nominated by the Recruitment Services Manager and must be a person not directly associated with the decision in question.

- (vi) The person(s) carrying out the review may consider any written submissions made by the candidate, and all other relevant information, including any emails, notes or memoranda held by the organisation relating to the selection process. If necessary, the reviewer may decide to meet with the person involved in the selection process and/or the candidate for the purpose of obtaining further information. Subject to any statutory (or other relevant) restrictions on disclosure, the reviewer may provide the candidate with any relevant and material emails, notes or memoranda held by the organisation in respect of the selection process, on request.
- (vii) You are generally notified of the outcome of the review within 20 working days of receiving the complaint or the request for review. Where the investigation does not allow a decision within this timeframe, the Recruitment Services Manager keeps you informed of the status of the review and the reasons for the delay.
- (viii) The outcome of the formal review will be communicated to you by means of a written report. If any issues of concern for Teagasc have been identified in the report, these will be considered by Teagasc senior management.

25. Monitoring

We are committed to ensuring that all recruitment policies and procedures are in line with best practice and legislative requirements. We will gather statistical data to monitor progress on a yearly basis. This type of audit will highlight any deficiencies in our recruitment practices and procedures.

26. Further information

Further information about Teagasc can be found on the Teagasc website (www.teagasc.ie).

Contact details

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