

CANDIDATE INFORMATION BOOKLET

A CAREER WITH THE COMMISSION FOR RAILWAY REGULATION INSPECTOR GRADE II

CLOSING DATE: FRIDAY 31 JANUARY 2025 AT 3PM





WHO WE ARE

The Commission for Railway Regulation (CRR) is the independent state agency that has the responsibility for a range of safety and economic regulatory functions for railways in Ireland. As the assessment and authorisation body it is at the forefront of Ireland's expanding heavy and light rail networks. Projects such as DART Plus, Foynes line, Cork Area Commuter Rail, the new DART fleet, LUAS expansion, and Metrolink point to the current transformation of the rail public transport system, while the recently published All Island Strategic Rail Review maps the future development of the rail system well into the coming decades.

CRR's oversight encompasses Iarnród Éireann's national heavy rail network, Northern Ireland Railways (NIR) operations south of the border, Rhomberg Sersa Ireland (responsible for Iarnród Éireann's infrastructure maintenance), the Dublin light rail network LUAS, Transport Infrastructure Ireland (TII), Bord Na Móna's industrial railway, Velorail, Cableway and multiple heritage railways.



What we do and how we do it

Our principal functions under the 2005 Act are to:

- Foster and encourage railway safety;
- Enforce the legislation relating to railway safety; and
- Investigate and report on railway incidents for the purposes of determining compliance with safety management systems and safety targets.

Assessment and authorisation

As the National Safety Authority, we ensure that all railway organisations operating have a safety management system that has been assessed and approved by either the CRR or the European Railway Agency, and that any new infrastructure or rolling stock is authorised to be placed in service.

The CRR also licence railway undertakings, issues train driver licenses and recognises training and examination centres in Ireland.

Supervision

Supervision is the on-going assessment of a railway organisation's safety management system to ensure compliance with relevant Irish and EU legislation.

Forms of engagement to assess compliance include audits, inspections, safety performance reviews with railway organisations management teams, undertaking post occurrence activities on accidents/incidents, review of public representations and where appropriate ensuring compliance through enforcement. Supervision is carried out by CRR Inspectors who are warranted and are given the necessary powers, including those that allow access, the gathering of information by questioning Railway Organisation staff, requesting records or the taking of measurements, photographs or videos as deemed appropriate. Attendance by an Inspector can be announced or unannounced.



Who we regulate

Heavy rail

- Iarnród Éireann – Infrastructure Manager
- Iarnród Éireann – Railway Undertaking
- Rhomberg Sersa Ireland Limited
- Northern Ireland Railways Translink.

Light rail

- Transdev (LUAS operator)
- Transport Infrastructure Ireland.

Heritage/Other

- Bord na Móna
- Railway Preservation Society of Ireland
- 7 Heritage Railways
- VeloRail
- Dursey cableway.

Why consider a role in the CRR

Impact nationally

Be at the forefront of infrastructure development by playing a key role in major projects. Your work will not only shape the landscape but also the daily lives of millions.

Collaborate and influence

Join a cooperative environment where you will work alongside cross-functional teams offering you ample opportunities to both shape strategy and address technical challenges. At the CRR, your ideas and expertise will drive innovation and decision-making.

Enhance public wellbeing

Be a part the CRR's mission to enhance the safety and efficiency of Ireland's rail infrastructure during a pivotal era of transformative change. Your contributions will ensure a reliable, future-ready transit network.

Join us and play a key role in advancing national progress. Your work will directly impact our projects and contribute to sustainable development.

For more information about these Grade 2 Inspector roles at the CRR please contact Conscia Talent on crr@consciatalent.com



Our commitment to supporting our staff

- The Commission is 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 important to us and we recognise this by offering a comprehensive range of work-life balance options and a wide variety of special leave options.
- We also provide access to the Cycle to Work Scheme and the Tax Saver Scheme.
- We have a comprehensive staff wellbeing programme including an Employee Assistance Programme and health screening.
- We are committed to providing ongoing learning and development opportunities so that you can develop to your full potential. Staff are actively encouraged to pursue further education opportunities.

We are committed to diversity and inclusion

- As an equal opportunity employer, we are committed to implement equal opportunities in all our employment policies and procedures.
- The Commission values and welcomes diversity and is committed to creating a truly inclusive workplace. We aim to develop colleagues to enable them to make a full contribution to meeting the Commission's objectives, and to fulfil their own potential on merit.
- We welcome and encourage job applications from candidates of all backgrounds.



Grade 2 Inspector in the CRR

Inspector Grade 2 roles/responsibilities may include some or all of the following:

- Assessment of railway organisations safety management systems for their approval prior to the issuing of safety certificates/authorisations in line with European and National legislation
- Assessment of applications for authorisation to place in service new/modified infrastructure and new/modified vehicles to European and/or National Legislation
- Assessment of application to construct and operate a cableway
- Supervising, the implementation and effectiveness of a railway organisation's safety management system via audits, inspections, safety performance review with railway organisations management teams, undertaking post occurrence activities on accidents/incidents, and where appropriate ensuring compliance through enforcement
- Reporting on the safety performance of railway organisations via key performance indicator analysis and supporting data analysis
- The review of railway organisations performance metrics and data to support the development of annual and multi annual supervision plans
- Representing the CRR and Ireland as a European Member State, at meetings with railway organisations, National Safety Authorities, European forums, and external stakeholder meetings
- The licencing of train drivers
- Assisting in the development and update of sector guidance and internal procedures
- Any other duties that may be assigned by the CRR.



Requirements essential

1. A university degree or professional qualification (HETAC Level 8) in one of the following:
 - Engineering discipline
 - A degree or qualification applicable to safety and risk management, approvals or safety management systems in a high hazard industry or sector
 - or
 - 10 years' experience that can demonstrate an equivalent level of competence.
2. A minimum of three years of post-graduate experience in a regulated high hazard sector such as transport, including rail and aviation, or other high hazard sectors such as oil & gas, mining, nuclear or construction.

Requirements desirable

1. A comprehensive knowledge in one or multiple of the following areas: Safety Management System (SMS) principles, risk assessment methods, approvals or systems auditing.
2. Experience in one or multiple of the following:
 - Experience with railway sub-systems
 - Familiarity with RAMS – Railway applications – the specification and demonstration of Reliability, Availability, Maintainability and Safety.
3. Experience of working in an area subject to regulation under EU and/or National legislation.

Required competencies

Please see Appendix 4 for the indicated competencies for the role.



Conditions of service

Tenure

Appointment from this competition will be to full-time permanent position at Grade 2 Inspector grade in the public service following successful completion of an 11 month probation period.

Salary

For persons paying Class A rate of PRSI contributions, the scale is as follows:

€72,511: €74,168: €75,821: €77,481: €79,137: €79,577:
€81,210: €82,904: €85,663: €88,429.

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

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

On appointment, the appointee will serve a 11-month probationary period. Prior to the end of this probationary period, a decision will be made on substantive appointment to the position.

Location

The Grade 2 post will be based at the Commission's office at Temple House, Temple Road Blackrock, Co Dublin, A94 Y5W5. The Commission reserves the right, at its discretion, to change the location of its office. The CRR operates a blended work policy which may allow working from home up to three days a week.

Hours of attendance

Hours of duty will be subject to the demands 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

The annual leave for the Grade 2 grade is 27 days per annum rising to 30 days after 5 year's service in the grade exclusive of the usual public holiday. 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.



How to apply

Conscia will be managing all aspects of the recruitment process on behalf of the Commission and all relevant information can be found at www.consciatalent.com/CRR. 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 Commission.

Closing date

The closing date for completed applications is **Friday 31 January 2025 at 3pm.**

Applications will not be accepted after this deadline and late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure 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 crr@consciatalent.com to ensure the application has been received.

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 Commission 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 2.

CANDIDATE INFORMATION BOOKLET

APPENDICES

Appendix 1: Additional conditions of service

Contract arrangements

Staff of the Commission 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 Commission or be inconsistent with their official positions. For this reason, candidates who come under consideration for appointment may be required to complete a conflicts of interest declaration, which will be reviewed by the Head of Corporate Governance and Regulation 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 Commission 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. Appointment is subject to a medical examination, see appendix 2.

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 Commission. 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

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: 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 Commission or any person acting on behalf of the Commission, 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 Commission, 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 Commission 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 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
- 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 Commission, 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 Commission 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 Commission'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 Commission's policy however to provide such information without the necessity for an FOI request.

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 Commission 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 Commission 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)

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

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.

Appendix 3: 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 Commission and will be used solely for the purposes of processing your candidature.

Legal compliance

The Agency and the Commission 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 Commission 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 Commission 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 Commission will be retained by the Agency/the Commission 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 Commission will be placed on your employee file. It will be retained during your employment with the Commission 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@crr.ie

Appendix 4: Required competencies

Key competencies for the role

The attention of candidates is drawn to the key competencies seen as necessary for the posts at Inspector Grade 2 level which reflects the legislative based multi-faceted environment in which this position will operate.

Managing resources

- Ability to set challenging standards and goals for yourself
- Ability to focus on and produce results, think strategically regarding use of resources and schedule work to make best use of time and resources.

Communication/Personal effectiveness/Influencing

- Demonstrates effective communication style appropriate to a changing audience and situations
- Can create a positive impact and convey confidence and credibility to others
- Ability to develop and maintain a network of contacts and to use this to influence people and situations in a positive manner
- Ability to liaise, work and negotiate with a range of technical experts and professionals and personnel from a wide range of stakeholders
- Ability to deliver effective presentations to internal and external audiences.

Information gathering and decision making

- Ability to identify key information sources, gather and analyse data and present information in a coherent manner while using technology effectively
- Ability to make an informed decision or judgment based on logical processing of information, sound thinking and problem solving.

Initiative/Creativity

- Ability to take a leading role in initiating actions
- Ability to anticipate problems or difficulties and think creatively to devise solutions
- Ability to think creatively and to suggest improvements to policies, procedures, programmes and initiatives based on experience
- Ability to improve processes and improve delivery of relevant activities on railway organisations.

Teamwork

- Ability to work effectively and co-operatively with others both within and external to the organisation
- Establishes and maintains good working and interpersonal relationships particularly with colleagues and managers
- Encourages individual and team involvement in appropriate aspects of work.

Technical expertise

- Ability to apply knowledge and experience of technical issues to the achievement of the strategic aims of the Commission in the relevant work area
- Knowledge of policy, inspection, investigation and enforcement techniques, processes and procedures. Ability to analyse and if necessary, make recommendations to improve these techniques, processes and procedures
- Ability to implement a risk-based enforcement approach to inspection activity and to ensure consistent and effective enforcement action
- Ability to use and adapt to the use of new technology and use this technology to deliver efficiencies.

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