



AN t-ÚDARÁS UM  
CHOSAINT  
IASCAIGH MHARA

SEA-FISHERIES  
PROTECTION  
AUTHORITY

**WE ARE HIRING**

# Clerical Officer Greencastle (Temporary)



BIA MARA SÁBHÁILTE INBHUNAITHE  
SAFE SUSTAINABLE SEAFOOD

# Candidate Handbook



Conscia Talent on behalf of the Sea-Fisheries Protection Authority will hold a competition for the purpose of creating a panel for appointment to the position of:

## Clerical Officer (Temporary)

**Grade:** CO

**Location:** Greencastle, Co. Donegal

**Closing date:** 06 May 2025 @ 5pm

*SFPA is an equal opportunities employer*

Conscia Talent is committed to a policy of equal opportunity.

Conscia Talent will run this campaign in compliance with the Codes of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) and which are available on [www.cpsa.ie](http://www.cpsa.ie)

**Conscia Talent**

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The Sea Fisheries Protection Authority (SFPA) is seeking to recruit a Clerical Officer (Temporary) for their Port office in Greencastle.



## WE ARE HIRING

# Clerical Officer (Temporary)

**Salary:**

€590.21 per week  
(entry level)

**Level:**

CO  
(Standard Scale)

**Location:**

Greencastle,  
Co. Donegal

**Closing date:**

06 May 2025  
at 5pm

The Sea Fisheries Protection Authority (SFPA) is seeking to recruit Clerical Officer (Temporary Specified Purpose Contract) for their Port office in Greencastle.

Reporting to the Senior Port Officer the duties of the Clerical Officer involve clerical and administration tasks and may vary from day to day.





# Key Duties and Responsibilities

The main duties and responsibilities of this role include:

- General clerical duties – typing, filing, photocopying, inputting data, handling/dealing with correspondence, answering/making phone calls etc.
- Processing, auditing, and examination of various documentation
- Managing high volumes of data input and validation.
- Front line communication with the public/customers (internal and external) e.g., responding to queries and providing information in a professional and courteous manner, in person, on the telephone and via e-mail.
- Providing secretarial support for meetings and taking minutes when required
- Maintaining complete and accurate files and records, for example, by using the Authority's data system or other filing systems that are in place
- Providing reception cover e.g., operating the switchboard, answering, and directing calls, greeting visitors, logging post/cheques etc.
- Supporting supervisors and colleagues as required
- Working as part of a team to deliver high quality services
- Completing routine accounts work
- Complying with any duties that may be assigned from time to time by the Senior Port Officer or Senior Manager.

## Note

This job specification is intended as a basic guide to the scope and responsibilities of the position. It is subject to ongoing review and will evolve in line with the constantly evolving practices and functions of the Authority's work



# Essential Requirements

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Candidates must meet the following essential requirements prior to the closing date of the competition:

- Relevant clerical/administration experience
- Ability to work on own initiative
- Proficiency in the use of Microsoft Office and databases
- Strong written and verbal communication skills
- Excellent customer service skills
- Ability to work effectively within a team environment
- Commitment to delivering quality work
- Willingness to learn and to develop skills, knowledge and expertise
- Proficient in both written and spoken English



# Capabilities

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## Key Capabilities for Effective Performance at this Grade

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the qualities, skills and knowledge required for the role of Clerical Officer as identified in the 'Requirements' above and the Clerical Officer Capabilities below

- Building Future Readiness
- Evidence Informed Delivery
- Communicating and Collaborating

## Public Sector Capability Framework

Please click the button below to download the Public Sector Capability Framework PDF.

[CLICK TO DOWNLOAD](#)





# Conditions of Service

## Citizenship Requirement:

The eligibility to compete for this post is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit only. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

## General:

The appointment is to a Clerical Officer post on a temporary specified purpose contract and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, the Sea-Fisheries and Maritime Jurisdiction Act 2006 (No. 8 of 2006) and any other Act for the time being in force relating to the Civil or Public Service.

## Pay:

The basic salary for the position (rates effective from 1st March 2025) is the Clerical Officer PPC scale of €590.21 – €918.93 per week (which includes two long service increments).

## Clerical Officer Scale is:

Point of Scale	Salary
1	€590.21
2	€623.23
3	€631.62
4	€647.99
5	€672.15
6	€696.26
7	€720.35
8	€737.91
9	€757.82
10	€780.93
11	€797.18
12	€820.07
13	€842.79
14 (N-Max)	€878.27
LSI 1	€906.13
LSI 2	€918.93

## IMPORTANT NOTE:

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance and sick leave limits, increments may be payable in line with current Government Policy.

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

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



# Conditions of Service (CONTINUED)

## Tenure:

This is a temporary position. The appointee will be required to serve a 3-month probationary period.

## Location:

This role will be based in the Greencastle, Co. Donegal. Meetings may take place at locations around Ireland. When absent from home and place of employment on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations/public sector regulations.

## Blended Working:

The Sea Fisheries Protection Authority is committed to embracing opportunities for remote and blended working, to build a more dynamic, agile and responsive Public Service, while sustaining strong standards of performance and high levels of productivity.

As an employer, SFPA operates a blended working policy that facilitates access to remote working options having regard to work-life balance/integration, mental health, and the need for a safe and productive working environment. Availability and patterns of blended working will be based on business needs and the suitability of the role may be subject to change should the business needs dictate. Requests for blended working arrangements will be considered on a case-by case basis.

## Hours of attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week. The appointee 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

## Rest Periods:

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

## Annual Leave:

In addition to the standard public holidays, the annual leave for this position is minimum 22 days per annum, rising to 23 after 5 years, 24 after 10 years, 25 after 12 years, and 26 after 14 years service in the grade.

## 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 during probation, in accordance with the provisions of the sick leave circulars.





# Other Benefits of working for SFPA

We provide a wide range of benefits and initiatives to support employees including:



**Learning and Development Opportunities**



**Educational assistance**



**Family friendly policies**



**Employee Assistance Programme**



**Healthy Work-life balance**



**Attractive annual leave allowance**



**Bike to work scheme**



**Seasonal flu vaccine**



**Wellness Initiatives**



**Dynamic Work Environment**

## **PRSI:**

Officers who will be paying 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 directly to the SFPA. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

## **Superannuation and Retirement:**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the SFPA at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

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

### **Pensionable Age**

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

### **Retirement Age**

Scheme members must retire at the age of 70.

### **Pension Abatement**

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/ VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

## Other Benefits of working for SFPA (CONTINUED)

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If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position that is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

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

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

### Ill-Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### Prior Public Servants

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While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

### Pension Accrual

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A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### Pension-Related Deduction

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This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

**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 to be agreed with the successful candidate.**

# Application Process

## How to Apply:

All candidates should visit [consciatalent.com/SFPA](https://consciatalent.com/SFPA) where there is a full list of available positions in the SFPA with the corresponding downloadable application/eligibility form and information booklet for each position.

To apply, candidates must complete the online Application Form.

Fully completed Application Forms must be submitted online directly on the Consica website. Only applications submitted in this manner will be accepted into the campaign for consideration. Applications will not be accepted after the closing date.

## Closing Date:

Fully completed Application Forms must be submitted online directly on the Consica website at <https://jobs.consciatalent.com/sfpajobs> to be received no later than **5pm (Irish time) on Tuesday 06 May 2025**.

If you do not receive an acknowledgment of receipt of your application within 24 hours of applying, please email [sfpa@consciatalent.com](mailto:sfpa@consciatalent.com)

Updates regarding the campaign will be sent to the email address you provided during your application. It is the responsibility of each applicant to ensure they receive all communications from Consica Talent. We recommend checking your email frequently throughout the recruitment process, including reviewing your junk or spam folders in case any messages are incorrectly filtered.

Consica Talent accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by Consica Talent and should make sure that the contact details specified on their application form are correct.

## Selection Process:

The Selection Process may include the following:

- Submission of online application form via [consciatalent.com/sfpa](https://consciatalent.com/sfpa) website.
- Shortlisting of candidates based on the information contained in their application form
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate

## Shortlisting:

Typically, the number of applications received for a position surpasses the amount required to fill both current and future vacancies. Even if you meet the eligibility criteria for the role, if the number of applicants is too high to interview everyone, Consica Talent may choose to invite only a select group for interviews.

To address this, Consica Talent employs a short-listing process to identify candidates for interviews. This process involves an expert panel reviewing application forms against pre-established criteria based on the job requirements. It's important to note that this does not imply that other candidates are unqualified or incapable; rather, some may simply appear more qualified or have more relevant experience based on their applications. Therefore, it is in your best interest to provide a comprehensive and accurate overview of your qualifications and experience on the application form.



# Application Process (CONTINUED)

## Confidentiality:

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

## Security Clearance:

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. If unsuccessful this information will be destroyed by the SFPA. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

## Other Important Information:

Conscia Talent will not be responsible for reimbursing any expenses incurred by candidates.

The acceptance of an individual into a competition, an invitation for an interview, or a notification of a successful outcome does not imply that Conscia Talent is satisfied that the individual meets the necessary qualifications or is legally eligible for the position. Furthermore, it does not guarantee that your application will be considered further.

Therefore, it is crucial for you to understand that it is your responsibility to ensure you meet the eligibility criteria for the competition prior to attending the interview. If you attend without fulfilling these essential requirements, you may incur unnecessary expenses

Before recommending any candidate for this position, Conscia Talent will conduct all necessary enquiries to assess the candidate's suitability. A final decision cannot be reached, nor can it be assumed or implied that such a decision has been made, until all phases of the recruitment process are fully completed.

If the recommended candidate declines the position, or if they accept and then withdraw, or if another vacancy occurs, the Board may, at its discretion, select and recommend an alternative candidate based on the outcomes of this selection process.

## Candidates' Rights - Review Procedures in relation to the Selection Process:

Conscia Talent will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>.

If a candidate is dissatisfied with any action or decision regarding their application, they can request feedback from Conscia Talent, when the selection process is managed by Conscia Talent. An initial internal review will be conducted by the candidate's recruitment contact to understand the reasons behind the unsuccessful application. The results of this review will be communicated to the candidate in writing.

To request an initial review, a candidate must write to Conscia within 5 working days of receiving notification of the decision on their application. Conscia will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within 5 working days of receiving notifications of the outcome of the initial review.

Should the candidate not be satisfied with the outcome of the initial review, it will be referred to a Director who acts as the decision arbitrator.

The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.



# Application Process (CONTINUED)

## Candidates' Obligations:

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

### Candidates must not:

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

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

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

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

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

## Specific candidate criteria:

### Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be medically fit to perform the duties of the Sea-Fisheries Protection Officer
- Be suitable in all other relevant respects for appointment to the post concerned
- 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.
- Complete satisfactory Garda vetting if required for a role.



## Application Process (CONTINUED)

### Deeming of candidature to be withdrawn:

Candidates who fail to attend interviews or other assessments as scheduled by Conscia Talent, or who do not provide the necessary evidence requested by Conscia Talent, concerning any relevant aspect of their application, will forfeit any further consideration for the position

### Quality Customer Service:

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

### Data Protection Acts, 1988, 2003 and 2018:

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 and 2018.

To make a request under the Data Protection Acts 1988, 2003 and 2018, please submit your request in writing to: Data Protection Officer, Conscia Talent, The Masonry, 151-156 Thomas Street, Dublin D08 P5YE or email [graham@consciatalent.com](mailto:graham@consciatalent.com)

Please ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

For more information on how we retain and use your personal data, please review our Privacy Statement, which includes instructions on their right to withdraw consent at any point:

<https://www.consciatalent.com/privacy-policy>





# About Us

The Sea-Fisheries Protection Authority (SFPA) was established under the provisions of the Sea-Fisheries and Maritime Jurisdiction Act 2006 ("the Act") and operates under the aegis of the Department of Agriculture, Food and the Marine.

The principal functions of the SFPA are set out in Section 43 of the Sea-Fisheries and Maritime Jurisdiction Act 2006 include the following:

- To secure efficient and effective enforcement of sea-fisheries law and food safety law.
- To promote compliance with and deter contraventions of sea-fisheries law and food safety law.
- To detect contraventions of sea-fisheries law and food safety law.
- To provide information to the sea-fisheries and seafood sectors on sea-fisheries law and food safety law and relevant matters within the remit of the Authority, through the Consultative Committee or by any other means it considers appropriate.
- To advise the Minister in relation to policy on effective implementation of sea-fisheries law and food safety law.
- To provide assistance and information to the Minister in relation to the remit of the Authority.
- To collect and report data in relation to sea-fisheries and food safety as required by the Minister and under Community law.
- To represent or assist in the representation of the State at national, community and international fora as requested by the Minister; and
- To engage in any other activities relating to the functions of the Authority as may be approved by the Minister.

## Our Vision

To be an effective regulator enforcing sea-fisheries and seafood safety law, supporting sustainable fishing, ensuring safe seafood for consumers and enabling Irish Seafood Trade.

## Our Mission

The SFPA is committed to the application of sea-fisheries and seafood safety law which underpins Sea-Fisheries sustainability and safe Irish seafood for consumers both at home and abroad.

## Our Values

Integrity  
Independence  
Impartiality  
Innovation  
Inclusivity

## Goals



### GOAL 1

#### Protection of Sea-fisheries and Seafood Safety

To protect sea-fisheries sustainability and seafood safety through effective promotion of compliance and enforcement of regulation.



### GOAL 2

#### Organisational Excellence

To advance organisational efficiency through best-in-class support for staff, processes, systems and data, governance and risk management.



### GOAL 3

#### Communication and Engagement

To demonstrate expertise and leadership in the sea-fisheries and seafood sectors through communication, partnership, advocacy and advice.



AN t-ÚDARÁS UM  
CHOSAINT  
IASCAIGH MHARA

SEA-FISHERIES  
PROTECTION  
AUTHORITY

An t-Údarás um Chosaint Iascaigh Mhara,  
Lárionad Bia Mara Náisiúnta,  
Príomhoifig, An Cloichín,  
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