



To: All Assistant Principal (AP) and Principal Officer (PO) generalist staff (including First Secretary and Counsellor grades),

Re. Civil Service Mobility

The Civil Service Mobility scheme will be incorporating the current manual Advertisement-Based Mobility scheme for generalist AP and PO into the HR Shared Service (HRSS) Self-Service system from the **29th of March 2021**.

From this date, advertisements for positions in these grades will be posted directly to the HRSS self-service system by recruiting HR units in the Civil Service.

All active advertisements will be available to view through the HRSS self-service, and officers can also sign up to receive notifications when a new posting is made in their grade.

There will be a period of transition with a dual system running – manual emails through local HR and automated emails where staff member is registered on Mobility page.

From 3rd May, notifications of open positions for AP or PO Mobility for organisations on HRMS will no longer be issued through the manual process by each departments HR unit.

Further information on Advertisement-Based Mobility is available on the [Department of Public Expenditure and Reform \(PER\) website](#).

Registering Interest for Notifications

It will be possible to register on the system to receive automatic notifications when a new advertisement is posted.

To register interest to receive notifications:

- Log into [HRSS Self-Service](#)
 - Select 'Advertisement-based Mobility'
 - Select 'Mobility Position Alert'
 - Tick the Opt-In box and select 'Confirm'.
 - Select 'Save' on the following page

Job Advertisement Registration

Job Code	Description	Job Description	Opt-In
1 AP	Assistant Principle Positions	Job Description	<input checked="" type="checkbox"/>

Confirm

Officers who are a HR Shared Services customer but do not have access to the Self-Service can contact the Central Mobility Team at mobility@peoplepoint.ie to have interest registered on their behalf.

Active Advertisement Postings

All active advertisements in your grade will be available to view on the HRSS Self-Service.

To view active advertisements:

- Log into [HRSS Self-Service](#)
 - Select 'Advertisement-based Mobility'
 - Select 'Open Mobility Positions' to open the Mobility Advert Listings

Specialist Title	Grade	Organisation	Division	Location Code	Location	View Address	Closing Date	View Advert
IT Specialist	Assistant Principal	COURTS SERVICE	DROGHEDA DISTRICT COURT	0000000048	JURY SUMMONS UNIT CASTLEBAR	View Address	28/03/2021	View Advert
Night Supervisor	Assistant Principal	COURTS SERVICE	Courts-DOT	0000000527	Courts Service Office Wexford	View Address	18/03/2021	View Advert

Clicking 'View Advert' will provide more details on the position, including how to apply.

Notifications from the Scheme

All communication in regards to the Mobility Scheme will be **issued by email only**.

It is the applicant's responsibility to ensure that a valid 'Home' and 'Business' email address is recorded on their 'Personal Information' page on the [HR Shared Services Self-Service](#).

The applicant is fully responsible for monitoring their emails, including while on any form of leave.

Allowances cannot be made for opportunities lost due to notifications being missed by the applicant.

Professional and Technical Roles

This phase of Mobility caters for generalist roles only. Officers who are currently working in equivalent Professional/Technical grades are not currently eligible to apply for Mobility.

If a staff member is unsure if their current role is a Professional/Technical grade, confirmation can be obtained from their Local HR unit.

Mobility for Professional/Technical grades will be considered at a future date.

Application Rules and Guidelines

- **All Mobility moves are permanent, with no right to return to former organisation/role.**
- Officers should determine if a position suits their needs **before** making an application.
- There is no automatic right to elective work arrangements e.g. Work-sharing, Shorter Working Year etc.
- It is in your best interest to declare any reasonable accommodation requirements to your Local HR in advance of a move to a new organisation.
- Pay rates/allowances for performance of particular duties will not carry unless the new role includes the same conditions.

Queries relating to the Mobility Scheme can be sent to mobility@peoplepoint.ie, or a case can be raised [here](#). Non-HR Shared Services customers can send their queries to their Local HR directly.

Civil Service Mobility

Department of Public Expenditure and Reform