

## CIVIL SERVICE MOBILITY SCHEME ADMINISTRATIVE OFFICER

### TERMS AND CONDITIONS

The Civil Service Mobility Scheme (the "Scheme") provides opportunities for permanent Civil Service staff in generalist grades (including the Third Secretary grade). Notwithstanding the terms of the Scheme as set out below, management reserve the right to move staff in exceptional circumstances, including to another organisation and to meet urgent business needs in line with the exigencies of the service. Mobility opportunities are, in the first instance, subject to a business need to fill a vacancy.

Personal data will be reviewed and limited to that required for the purposes of considering suitability for Mobility under the Scheme, by reference to the criteria set out in the Terms and Conditions. Local HR will treat this information as confidential and access will be restricted and controlled in accordance with Data Protection Acts and the General Data Protection Regulation.

#### GLOSSARY OF TERMS:

<b>Central Mobility Team (CMT)</b>	The team in HR Shared Services, NSSO who are responsible for administering the Civil Service Mobility Scheme.
<b>Eligibility:</b>	The criteria required in order for an applicant to receive an offer of Mobility.
<b>HRMS:</b>	The system where the Civil Service Mobility Scheme is hosted. It can be accessed through your Self-Service if a customer of HR Shared Services, or your Local HR if a Non-HR Shared Services customer.
<b>Receiving Local HR:</b>	The Local HR of the organisation the applicant wants to move to.
<b>Sending Local HR:</b>	The Local HR of the applicant's current organisation.
<b>Advertising Organisation:</b>	The organisation who hold the vacant position deemed suitable to be filled through the scheme.
<b>Reasonable Accommodation:</b>	Refers to necessary modifications at work to enable a staff member with a declared disability to participate and advance in employment and to enjoy equal employment opportunities.
<b>Location Zone:</b>	A <a href="#">Mobility geographic location</a> as defined under the terms of the scheme. This may comprise a number of different locations/townlands.

#### SEQUENCING:

1. The Redeployment Policy will continue to take precedence over all other arrangements for

filling vacant positions, including Mobility under this scheme.

2. Organisations will adopt a sequence of filling 1 in 6 vacant positions through Mobility (to include list-based and advertisement-based schemes). The filling of a position through the scheme will fulfil an AO Interdepartmental liability.

#### PROCESS:

3. When a vacancy arises at AO level, consideration should be given to whether it could appropriately be filled through advertisement-based mobility.
4. The Advertising Organisation will be responsible for completing the advertisement template on the Mobility page on the HRMS portal. Non-HRMS organisations<sup>1</sup> will be responsible for completing the advertisement template at Appendix 1 and sending it to [csrecruitmentpolicy@per.gov.ie](mailto:csrecruitmentpolicy@per.gov.ie), Civil Service HR Division (CSHRD), Department of Public Expenditure and Reform (DPER) who will circulate to all Civil Service organisations on a once weekly basis.
5. The closing date for applications should be no less than 2 weeks after the date of advertisement of the position. Where required the Advertising Local HR can extend the closing date.
6. Interested staff members must complete the application form (Appendix 2), and apply directly to the Advertising organisation and cc to the Mobility Team in their Local HR – application contact email will be included on the advertisement.
7. When the closing date has passed the advertising organisation will undertake a selection process<sup>2</sup>. This may include an initial shortlisting of applications to ascertain the applicants who best meet the requirements of the advertised position. Applicant(s) may then be invited to a meeting (within Public Health guidelines) to discuss and explore their skills and potential to meet the requirements of the advertised position.
8. Where there is no suitable applicant, the position remains to be filled through other agreed sequenced recruitment arrangements.
9. Where a suitable applicant is selected and accepts the advertised position, the Sending Local HR must choose/insert the transfer reason of 'Mobility Scheme' on the transfer form whether this is an external or internal (to another zone) transfer.
10. Where an applicant is selected, or where there is no suitable applicant, the Advertising Local HR should inform all applicants of the outcome of the process.
11. Upon completion of the process, Local HR of the advertising organisation will be required to close the advertisement and confirm if the position was filled via the scheme and how many applications were received. Non-HRMS organisations will be required to submit an outcome report to CSHR Division (Appendix 3). This will be used for reporting and reviewing purposes.

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<sup>1</sup> Irish Prison Service, Ombudsman for Children's Office, and the National Council for Curriculum and Assessment

<sup>2</sup> Organisations should ensure the existence of a gender balance on selection committees wherever possible and notwithstanding that all applicants for a particular position may be of a particular gender.

## ELIGIBILITY, SUITABILITY ASSESSMENT AND APPEALS PROCESS:

12. A staff member should only apply for a Mobility position where, at the closing date for the position, they have:

- (a) 2 years' service, or more, in the current grade;
- (b) 2 years' service, or more, in the current organisation;
- (c) 2 years' service, or more, in the current location;
- (d) a PMDS/performance rating of 'Satisfactory' for the previous working year; and
- (e) successfully completed their probation period in a permanent capacity.

There are additional criteria that Local HR are required to complete, set out in clause 13, to determine if an applicant is suitable for Mobility prior to an offer being made. In the case of an applicant with a declared disability, the requirement for and/or the likely effectiveness of reasonable accommodation must be assessed.

13. When the receiving Local HR finalise the selection process they will make an offer to the successful applicant by email, and cc the Sending Local HR who are required to complete a [Suitability Report](#) of the applicant's current suitability and/or ability to be progressed for Mobility under the following criteria:

- (a) Performance Improvement Plan (PIP) under Circular 24/2016 or subsequent amended circular;
- (b) Disciplinary warnings and/or sanctions under Circular 19/2016 or subsequent amended circular;
- (c) Formal investigations under the Civil Service Disciplinary Code which may lead to disciplinary action; and
- (d) Attendance Record.

Assessment of the applicant under criteria (a), (b) and (c) above will be undertaken by the Sending Local HR only. Both the Sending and the Receiving Local HR may assess the applicant under criteria (d) in cases where the applicant is in excess of the guideline absence thresholds and discounting has been deemed appropriate by the Sending Local HR. (See [Suitability Report - Guidance Note for Completing Suitability Report.](#))

14. **Deemed suitable by Sending Local HR:** Where an applicant is deemed suitable, they will be considered eligible and the application will be advanced by the Receiving Local HR.

15. **Deemed unsuitable by Sending Local HR (on the basis of 13(a) - (c) or on the basis that threshold levels have been exceeded and discounting is not appropriate):** Where an applicant is deemed unsuitable for Mobility at this time their application will be considered ineligible and will not be advanced by the Receiving Local HR. Applicant to be informed of decision by their Local HR.

16. **Deemed suitable by Sending Local HR, threshold levels exceeded and requiring review by Receiving Local HR:** Where an applicant is deemed 'suitable for Mobility at this time' by their local HR and their threshold levels (13(d)) have been exceeded, the Receiving Local HR will review the relevant absence(s). This is for the purpose of assessing if reasonable accommodation might be required (in respect of any ongoing disability) with a view to considering if the Receiving Organisation is in a position to provide that reasonable accommodation, in respect of the applicant.

17. **Deemed unsuitable following review by Receiving Local HR:** Where an applicant is deemed unsuitable for Mobility at this time by the Receiving Organisation in accordance with clause

13(d), their application will be considered 'ineligible' and will not be advanced by the Receiving Local HR. Applicant to be informed of decision by Receiving Local HR.

18. **Deemed suitable following review by Receiving Local HR:** Where an applicant is deemed suitable following the review, they will be considered eligible and the application will be advanced by the Receiving Local HR.
19. Where an applicant wishes to accept the offer of Mobility, the completion of a Reasonable Accommodation [form](#) is required. This form should be submitted to their Local HR without delay. The completed form will be forwarded to the Receiving Local HR only in the event that the applicant is deemed suitable by their Local HR under the criteria at clause 13.
20. Upon acceptance of the offer, the advancement of the move is subject to an assessment of any reasonable accommodation requirements, and/or security vetting clearance, and/or meeting Irish language requirements (where applicable).
21. **Assessment of applicant's functional capacity / reasonable accommodation:** It is the policy of the Civil Service to seek to ensure that staff members are not disadvantaged because of their disabilities. Making a permanent move to another position under the Scheme, before such matters are considered, could have the unintended effect of disadvantaging applicants with a declared disability. Where the applicant identifies that reasonable accommodation has been made or may potentially be required, it will be a matter for the Receiving Local HR to assess this requirement for reasonable accommodation in the new role. In doing so, HR Managers will consider their obligations under the Employment Equality Acts 1998 to 2015 to provide reasonable accommodation, so that applicants with a declared disability can participate in and advance in their employment. This may require a medical assessment and/or other specialist assessment in some cases.

A formal offer of Mobility in respect of an applicant with a declared disability will only be finalised where reasonable accommodation can be provided. The assessment process will not be used as a means to impede a move under the Mobility scheme. If the applicant cannot undertake the essential duties of the new role, even with the provision of reasonable accommodation, or if reasonable accommodation would impose a disproportionate burden on the receiving organisation, the application for Mobility will not be progressed.

22. An applicant has a right to lodge an appeal against a determination of unsuitable where their threshold level(s) (13(d)) have been exceeded. Notification of an appeal should be submitted in writing to the HR Manager in the organisation that determined the unsuitability. The appeal must arrive no later than 5 working days from the date of notification of unsuitability.
23. Where an appeal is lodged, the relevant position will be held open for a maximum of 60 working days from the date of notification of unsuitability to ensure business continuity. After 60 working days, if the appeal is ongoing and a determination has not yet been reached, the Receiving Local HR may proceed in filling the position.

#### **MOBILITY MOVE:**

24. All moves through the scheme will be permanent, with no provision to return to the former previous role/organisation.

25. The sending organisation has an obligation to release a staff member who has been successful in an application under the Mobility scheme.
26. Investment made by the organisation through a formal education programme or significant specialised training may be taken into consideration when determining the timing of a move under the scheme. The offer of Mobility will remain, although the position may be filled through a temporary arrangement until the applicant is released.
27. Applicants accept that there is no automatic right to elective work arrangements e.g. Worksharing, Shorter Working Year etc. In general, positions will be full-time and staff members will in most instances be required to alter their arrangements upon acceptance of a move under the Scheme, subject to the business needs of the receiving organisation. An applicant may, however, re-apply for such arrangements in accordance with the relevant statutory provisions where available in the receiving organisation.
28. Where the applicant currently avails of flexible working hours (flexitime) they accept that this is only available in accordance with the arrangements of the receiving organisation.
29. An applicant is expected to move within a period of **20 working days** from the date of acceptance of a formal offer.
30. Organisations are expected to facilitate a Mobility move within a period of **20 working days** from the date of acceptance of a formal offer. This date will be agreed between all three parties.
31. Upon acceptance of an offer, the applicant gives an undertaking to carry out the duties of the new role, including participation in any Learning and Development processes, with a view to becoming proficient in the new role on the same basis as existing staff members.
32. Staff members moving through mobility to a new organisation under this scheme will retain their service for seniority purposes.
33. Staff members holding a pay rate/payment for the performance of particular duties, hours above the standard Civil Service hours or shift-working etc., and moving through the scheme where these duties/liabilities or other factors for which they are payable do not apply, will not retain the pay rate/payment and will be moved on to a general Civil Service pay scale based on reckonable service.
34. The Third Secretary Grade, Department of Foreign Affairs (DFA) will be included in the scheme, both to allow moves of Third Secretaries to Administrative Officer positions, and to fill Third Secretary positions. Any moves to Third Secretary positions are subject to DFA requirements in regard to travel.

## GOVERNANCE

35. The scheme will be reviewed on an ongoing basis, and may be revised if deemed necessary by the Civil Service HR Division, Department of Public Expenditure and Reform in consultation with organisational HR Managers and Staff Unions. Upon acceptance of any offer made, the Terms and Conditions at that date will govern the move.

CIVIL SERVICE MOBILITY SCHEME

ADMINISTRATIVE OFFICER

ORGANISATION AND POSITION DETAILS

<b>Organisation:</b>	Choose an item.
<b>Division/Unit:</b>	
<b>Address:</b>	
<b>Current Location Zone:</b> <a href="#">[see list of zones here]</a>	Choose an item.
<b>Position Title:</b>	
<b>No of reporting staff:</b>	

ROLE DESCRIPTION

<b>Description of Division/Unit work:</b>	
<b>Key Role Responsibilities:</b>	

<b>Essential Role Requirements:</b>	
<b>Desirable Role Requirements:</b>	

**APPLICATION**

<b>E-mail contact details:</b>	
<b>Closing Date:</b>	Click or tap to enter a date.

CIVIL SERVICE MOBILITY SCHEME – ADMINISTRATIVE OFFICER

APPLICATION FORM

**PERSONAL DETAILS**

<b>Name:</b>	
<b>Current Position and Division:</b>	
<b>Organisation:</b>	Choose an item.
<b>Email address:</b>	
<b>Current Location Zone:</b> [ <a href="#">see list of zones here</a> ]	Choose an item.
<b>Mobile number:</b>	
<b>Work number:</b>	
<b>I have read the T&amp;Cs, and am a permanent civil servant in a general service grade:</b>	Please select
<b>I meet the criteria in clause 12 of the T&amp;Cs:</b>	Please select

**CAREER HISTORY**

Please present your career in reverse chronological order (last three or four roles – repeat as required) so that the most recent role appears first.

<b>Position:</b>	
<b>Organisation:</b>	
<b>Dates from – to:</b>	
<b>No. and grade of reporting staff:</b>	
<b>Main responsibilities and achievements:</b>	

0-300 words



## EDUCATIONAL DETAILS

Please specify in each case:

- Title of qualification (e.g. Commerce, Law etc.)
- Level of qualification (e.g. certificate, diploma, B.A., BSc, M.A. MSc, PhD )
- Key subjects (up to 3) or in the case of a Masters by thesis or PhD indicate title of thesis
- Year in which qualification was awarded
- Institution and (if different) Awarding Authority.

	Title	Level	Key Subjects	Year Awarded	Institution/Awarding Authority
1					
2					
3					
4					

*Please expand table as necessary.*

## TRAINING DETAILS

Please specify training you have received in the last ten years:

	Course Name	Year	Institution
1			
2			
3			
4			

*Please expand table as necessary.*

## PERSONAL STATEMENT TO SUPPORT YOUR APPLICATION:

*0-300 words*

<b>Signature:</b>	
<b>Date:</b>	Click or tap to enter a date.

**DATA PROTECTION AND CONFIDENTIALITY**

All personal information submitted by you in completing this document will be held and used solely for the purposes of the Mobility scheme.

Local HR will treat this information as confidential and access will be restricted and controlled in accordance with Data Protection Acts and the General Data Protection Regulation.

CIVIL SERVICE MOBILITY SCHEME

ADMINISTRATIVE OFFICER

Report to be completed by Advertising Local HR

**ORGANISATION AND POSITION DETAILS**

<b>Organisation:</b>	Choose an item.
<b>Number of applicants:</b>	
<b>Position filled:</b>	Please select
<b>Time taken from Advertisement to Selection:</b>	
<b>Time taken from offer to Mobility move:</b>	
<b>Outline any challenges encountered:</b>	
<b>Suggestions for improvements to the process:</b>	

<b>Signature:</b>	
<b>Grade (HEO/AO or above):</b>	
<b>Date:</b>	Click or tap to enter a date.