

VISION
ZERO

RSA

INFORMATION BOOKLET
PLEASE READ CAREFULLY

The Road Safety Authority intends to hold an open competition for the position of
**Director of Finance and Corporate Services– Ref:02/25
(Principal Officer)**

Closing Date: 3.00pm on Tuesday 25th March 2025

The Road Safety Authority is committed to a policy of equal opportunity.

E-mail: recruitment@rsa.ie



**Director of Finance and Corporate Services (Principal Officer)
Ref: 02/25**

Road Safety Authority

Post: **Director of Finance and Corporate Services (Principal Officer grade)**

The Road Safety Authority (RSA) is tasked with improving safety on our roads in order to reduce death and serious injuries resulting from road collisions. The legal basis for the RSA is set out in the Road Safety Authority Act 2006. The RSA formally came into existence on 1st September 2006.

An objective of the RSA is to bring Ireland's road safety record into line with "best practice" countries throughout the World.

The achievement of this objective involves cooperation with many stakeholders working in the area of Road Safety, including An Garda Siochana, Education sector, Health sector, Local Authorities, Courts Service, Transport Infrastructure Ireland, International Road Safety organisations, the European Union, the media, and the public.

Nature of Employment: This is a permanent assignment in accordance with the General Conditions of Employment.

Job Location: This post is based in Ballina, Co. Mayo. This post will be a hybrid working model. Such arrangements will be aligned and in accordance with central DPER (Department of Public Expenditure, NDP Delivery and Reform) guidelines on blended working. Reasonable travel (within Ireland, EU and Internationally) is expected.

Directorate: Finance and Corporate Services

Reporting to: Chief Executive Officer

Introduction:

The Irish Government is committed to transforming road safety nationwide. This ambitious reform will encompass public interest initiatives, such as education and awareness campaigns, alongside citizen- and industry-focused services, including driver and vehicle services, regulatory standards, and cutting-edge road safety technologies. Supporting these efforts are essential, with Finance & Corporate Services playing a pivotal role in achieving safer roads, vehicles, and drivers.

As part of this transformative journey, the **Director of Finance & Corporate Services** will have a unique opportunity to shape and implement the structures that will drive success. This role is central to the organisation's mission, requiring a leader with vision, purpose, and exceptional communication skills.

Working closely with the Executive Team, the Director will develop sustainable funding models to support the organisation's future operations, champion the sustainability agenda, and redefine corporate and governance frameworks. This is a rare opportunity for a strategic, innovative, and driven professional to join an organisation at the forefront of change, shaping the future of road safety in Ireland.

Our values drive our commitment to road safety. They guide our behaviour, the expectations we set ourselves and the experience of others who engage with us.



Integrity

We behave ethically, honestly and transparently.



Accountability

We value and appreciate each other's contributions in achieving our goals.



Making a difference

Everything we do is to improve road safety.



Service excellence

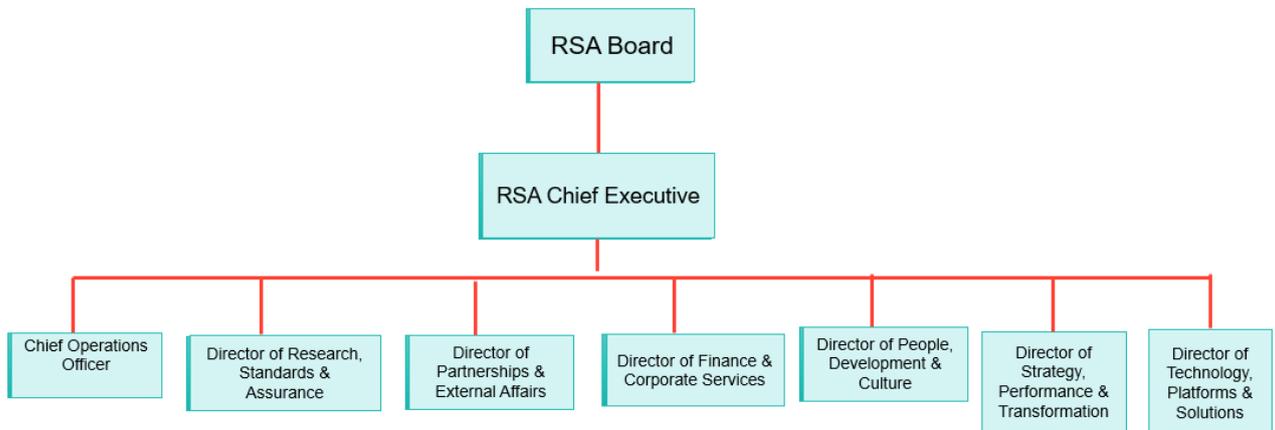
We deliver innovative, responsive and accessible public services.



Collaboration and partnership

We foster inclusive and supportive working with staff and partners.

See the overall RSA Organisation's structure below:



Job Summary:

The Director of Finance & Corporate Services will be a member of the Authority's Corporate Leadership Team (CLT) with direct reporting to the Chief Executive Officer. The job holder will be accountable for the following key functions in the Authority.

Finance

- Finance, Revenue Recognition & Funding
- Financial planning, reporting and financial control process
- Annual Budgeting Processes
- Current and Capital Expenditure

Corporate Services

- Corporate Governance
- Compliance, Audit and Risk
- Procurement & Contract Management
- Legal Services
- Corporate Support Services
- Data Protection & FOI

The Road Safety Authority wish to appoint an experienced Director of Finance and Corporate Services. Reporting to the Chief Executive Officer, you will ensure optimal operational efficiency of all Finance and Corporate functions performed by the RSA and provide oversight and governance for any services provided by third parties.

The Director of Finance and Corporate Services will develop and maintain strong working relationships and partnerships with peers within the Department of Transport and other affiliated government agencies. This will also extend to the delivery of any centralised governmental initiatives whilst ensuring RSA Finance and Corporate Services related policies and procedures are aligned to central government policies and standards. They will take responsibility with the CEO, COO, and the other Directors for the delivery of their directorate objectives as well as the organisational

objectives. The Director of Finance and Corporate Services will lead and direct teams with Finance, Legal and other requisite professional qualifications.

The RSA service delivery model incorporates a number of high value commercial arrangements with third party suppliers. The Director of Finance and Corporate Services will be responsible for optimising the management of the supply chain to increase value for money, strengthening internal commercial supports to all managers, improve compliance and reduce organisational risk. A key focus of this role will be the development of a strategic procurement and contract management capability within the RSA.

Key Elements of The Job/Duties and Responsibilities:

Finance

Finance, Revenue Recognition & Funding

- Lead responsibility for Authority's funding structure to ensure that the Authority has the requisite revenue from its range of public services to fund its current and capital expenditure requirements.
- Working with other Authority Directors to ensure adequate grant funding for optimal operational effectiveness through financial modelling and business case development.
- Ensure that the Authority has adequate Revenue Reserves and a stable Balance Sheet to maintain any diminution in demand levels for its services that impact on revenue.
- Ensure that the Authority has the appropriate revenue recognition and custody policies in place to ensure the secure receipt and recognition of all revenue sources.
- To liaise with the Authority's CLT and the Department of Transport regarding the setting of the fees and levies for all the Authority's public services

Financial Planning, Reporting and Financial Control processes

- Oversight for fair and accurate accounts and adherence to the Authority's banking requirements.
- Oversight for the Authority's internal financial reporting structure including the Authority's monthly, quarterly, and annual management accounts and suite of management information reports.
- To ensure that the Authority complies with International and Irish accounting standards and with Public Financial Procedures as prescribed by the Department of Finance.
- Oversight of all internal financial planning processes & controls are adhered to by the team and any control weaknesses identified are addressed within mitigations in a timely manner.

Annual Budgeting Processes

- Work with other Authority Directors to develop an Annual Business Plan and Budget for approval by the Board and parent Department.
- Oversight of the preparation of the Authority's annual Revenue, Current Expenditure and Capital Expenditure budgets including its preparation across all Directorates and Divisions in the Authority and its formal approval by Board and parent Department.

Current & Capital Expenditure

- Oversight for the development and delivery of the Authority's Financial Management and Control processes in the areas of Accounts Payable, Payroll, Fixed Assets & Capitalisation, Income Recognition, Banking & Treasury Management, Accrued Income & Prepayments, Taxation, Accrual Accounting and Deferred Income.

Corporate Services**Corporate Governance**

- Lead responsibility for the full compliance with the Codes of Practice for the Governance of State Bodies.
- Oversight of Secretariat duties of RSA Board and subcommittees to the Board, as the CEO and Chair deems appropriate.
- Work closely with the Department of Transport regarding all communications, reporting requirements and attendance at monthly oversight meetings/ quarterly governance meetings.

Compliance, Audit and Risk

- Oversight for the operation and delivery of the Authority's annual Internal Audit Plan including the planning, execution, and reporting of the annual internal audit plan.
- Responsibility for the Authority's annual Office of Comptroller & Auditor General (OCAG) external audit and the Authority's relationship with the OCAG.
- Oversight for the Authority's Annual Financial Statements and disclosures in the Authority's Annual Report.
- Where required, provision of accurate & timely reports to the Audit & Risk committees, including Corporate Leadership Team representation at Audit & Risk committees

Procurement & Contract Management

- In collaboration with CLT and the CEO, lead the shaping of the overall strategic sourcing and procurement strategy and ensure alignment to the overall RSA goals, forward operating model of all services and broader direction of travel of Government's public service provision.
- Oversee the Authority's Procurement operations and lead, promote and advise on best practice in all areas of Public Procurement engaged in by the Authority.
- Provide strategic direction in the Authority's Contract Management compliance

- Lead on the development of internal commercial management framework to ensure robust governance, legal, financial and market consideration in place for business units where required
- Lead responsibility for informing the strategic direction, coordination and compliance of the Authority's critical outsourced contracts and commercial relationships, based on external and internal risk profiling.
- Lead on the consolidation of the Authority's suppliers including the creation and extension of Frameworks and to seek value for public money in the purchasing of goods and services.

Legal

- Oversight of all legal, statutory, and regulatory compliance obligations of the Authority.
- Provide an internal legal service to the rest of the RSA to support the interpretation of national & EU Road Safety directives and the development or revision by the RSA of any legal Road Safety legal mechanisms
- Ensure RSA legal team influences, contributes and where appropriate, leads legislative efforts to progress Road Safety Strategy priorities, Road Safety Partnership based Legal Enabling Group actions and interventions.

Data Protection & FOI

- Lead responsibility for the Authority's compliance with Data Protection and Freedom of Information (FOI) legislation, ensuring best practice policy and procedures are continuously up to date and implemented.

Corporate Services

- Oversee the RSA Facilities Management function to ensure good management of all organisational assets and infrastructure including office and property estate, security, and fleet management.
Oversee the RSA Health & Safety function to ensure compliance with all Health & Safety legislation and best practice.
- Oversight of the development and implementation of the Authority's Business Continuity Plan (BCP) and support all business plan activities necessary to enable the RSA to manage a crisis event
- Lead collaboration with other Directors to develop a BCP which anticipates, addresses, and mitigates against the effects of various business interruptions.
- Lead responsibility for the development of a Climate Change and Sustainability strategy for the RSA as well as delivery of commitments under Government's 2030 Climate Action Plan.

This list is not an exhaustive list, and you may be required to take on other tasks and duties as required for the proper and effective performance of your duties as advised by the CEO. Your role will change as the needs of the business change, and you will be required to adapt to these changes and to develop the role going forward as advised by the CEO.

Essential Requirements:

On the closing date of **Tuesday, 25th March 2025**; to be eligible for consideration, a candidate must satisfy all of the following requirements:

- Educated in a related third level degree to at least Level 8 on the National Framework of Qualifications or comparable industry experience.
- Minimum of 8-10 years' Experience as a Qualified Accountant.
- Minimum of 5 years' experience in a senior leadership/management role in a similar Financial/Corporate/Commercial services role.
- Technical expertise coupled with an understanding of business and management principles including budgetary and procurement experience.
- Experience in managing staff performance and development.
- Experience in having overall responsibility for an organisation's financial health and compliance.
- Knowledge of best practice accounting practices in the public sector.
- A proven track record of successfully managing strategic projects at senior level
- Impeccable communication skills, with the ability to communicate complex matters in a clear and concise manner for stakeholders and colleagues.
- Strong business operations management capability.
- Highly effective organisational and planning skills – the ability to remain calm and focused while working under pressure.
- Flexible approach, able to work as part of a multi-disciplinary team and on own initiative.
- Able to travel domestically to different RSA offices when required, in addition to representing RSA internationally, where the business need arises.
- Ability to create, develop and own strategic goals & objectives of the Directorate

Desirable Requirements:

- Experience of working in public service, liaising with government departments and working with boards.
- Outstanding leadership skills.
- Experience of leading and shaping organisational transformation and change initiatives
- Experience of working in multi-entity collaborations and/or partnerships
- High level of emotional intelligence and ability to engage and influence through non-hierarchical means, both internally and externally to RSA.
- Excellent judgment, organisational sensitivity, and the ability to act collaboratively and independently.
- Capable of building lasting relationships at all levels through open and honest communication.

Key competencies for effective performance at this level:

The Director of Finance and Corporate Services will be required to display the following key competencies to Principal Officer level as set out in the PAS Civil Service Competency Model:

1. Leadership and Strategic Direction
2. Judgement and Decision Making
3. Management and Delivery of Results
4. Building Relationships/Communication
5. Specialist Knowledge and Expertise of:
 - Finance
 - Corporate Governance
 - Procurement & Commercial/Contract Management

Due to the specialised nature of the role, it is essential that the Director of Finance and Corporate Services will possess a professional accountancy qualification recognised in Ireland by professional accountancy bodies.

Salary Scale:

Based on a 41.25 hours per week gross or 35 hours net, successful candidates will be paid on the (Principal Officer Grade) PPC scale. ([Pay Adjustments - Updated 01 March 2025, Circular 03/2025](#))

Point 1	€104,971
Point 2	€109,426
Point 3	€113,845
Point 4	€118,298
Point 5	€122,054
Point 6	€125,951 (LSI- 1)
Point 7	€129,841 (LSI- 2)

Salary is paid fortnightly; the Authority operates a contributory pension scheme. PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution). A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

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 entry will be at point 1 of the above scale and will not be subject to negotiation. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Candidates should note that different pay and conditions may apply, if, immediately prior to appointment, the appointee is a serving civil or public servant.

Probation:

Candidates must satisfactorily complete a 12-month probationary period before a permanent appointment can be confirmed.

Annual Leave:

The annual leave allowance will be **30** working days a year. This leave is based on a five-day week and is exclusive of the usual public holidays.

Medical:

A candidate who is not already in permanent employment of the Authority will be required, prior to appointment, to pass a medical examination by a doctor nominated by the Authority. The Authority bears the cost of this examination.

Superannuation and Retirement:

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Road Safety Authority depending on the status of the successful appointee: Full details of the Scheme are at <https://singlepensionscheme.gov.ie/>

(a) In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers); Under the Single Public Service Pension Scheme retirement is compulsory on reaching 70 years of age. Minimum pension age is 66 years (but this will rise to 67 and 68 in line with State Pension age changes)

(b) An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on his/her substantive grade i.e. the grade at which the individual is employed in his/her parent organisation

(c) An individual who was a member of a "pre-existing public service pension scheme" as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will be a member of the Road Safety Authority's existing Staff Superannuation Scheme.

(d) Appointee's status for superannuation purposes

At the time of being offered an appointment, the Road Safety Authority, in consultation with the Department of Public Expenditure and Reform, if necessary, will, in the light of the appointee's previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply for the duration of the appointment. Appointees will be required to disclose their full public service history.

Details of the appropriate superannuation provisions will be provided upon determination of appointee's status. The following points should be noted:

Pension Accrual:

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 will 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 Abatement:

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. 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 Health Service Executive VER/VRS which, as outlined below, render a person ineligible for the competition) the entitlement to payment of 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.

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. Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available to download here: [ill-health-retirement](#)

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a

period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Eligibility to Compete:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp four visa: or
- (e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp four visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp four visa.

To qualify candidates must be eligible by the date of any job offer.

It is important that candidates list their previous civil or public service employment if they have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013):

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that

VER Scheme that persons will **not** be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Health:

A candidate for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character:

A candidate for, and any person holding the office, must be of good character. 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 of the successful candidate.

How to Apply:

Application Form, CV and any supporting documentation must be submitted by email to recruitment@rsa.ie . Applications will not be accepted after the closing date of **3.00pm on 25 March 2025**.

As we are only accepting applications by email, applications must be submitted in either a Microsoft Word format or PDF format. Applications stored on personal online storage sites, e.g., OneDrive, Cloud, Dropbox, Google Drive etc. will not be accepted. Applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an online storage site e.g. Google Drive) when emailing your application.

This is a competitive competency-based interview process to form a panel of suitable candidates to fill this specific position. The duration of the panel will be for a period of 12 months initially and may be extended by the CEO.

Closing Date:

Your application must be submitted to the above e-mail address no later than **3.00pm on 25 March 2025**. Interviews may be held in person or by another video conferencing provider to be designated by the RSA.

Expenses:

The Road Safety Authority will not be responsible for refunding any expenses incurred by candidates. Successful candidates should make themselves available on the date(s) specified by the Road Safety Authority and should make sure that the contact details specified on the application form are correct. The RSA does not pay expenses for the purpose of attending for interview or taking up employment.

Selection Process:

Depending on the number of applications received, the selection process may include.

- shortlisting of candidates on the basis of the information contained in their application.
- an initial/preliminary in-person or remote/video conferencing interview which may in turn include a questionnaire and/or presentation by the candidate.
- a competitive in-person or remote/video conferencing interview, which may also include a presentation or other exercise by the candidate.

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Road Safety Authority may decide that a number only will be called to interview.

In this respect, the Road Safety Authority provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

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 suitable in all other relevant respects for appointment to the post concerned.

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
- Be fully competent and available

References:

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). Please be assured that we will only collect the details and contact referees should you come under consideration for the post. We will require e-mail addresses for all referees.

Security Clearance:

Please note: The applicant may be required to complete and return a Garda e-vetting form should they come under consideration for appointment. This e-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 Road Safety Authority. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Confidentiality:

We would like to assure you that protecting confidentiality is our number one priority. You can expect, and we guarantee, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn:

Candidates who do not attend for interview or other test when and where required by the Road Safety Authority, or who do not, when requested, furnish such evidence, as the Road Safety Authority require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Deferrals from Panels:

Start dates are arranged at the discretion of the RSA and candidates will be required to take up duty within a reasonable timeframe once assigned to 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.

Candidates with Disabilities:

The RSA has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

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 impersonate 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/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.

Other Important Information:

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Road Safety Authority is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the Road Safety Authority will not be responsible for refunding any expenses incurred.

Prior to any candidate for being considered for appointment to this position the Road Safety Authority may make all such enquiries including health checks 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.

A panel will be formed from which this vacancy may be filled from this campaign within the next 12 months or as designated by the CEO. Should the person recommended for appointment decline, or having accepted it relinquish it, the Road Safety Authority may at its discretion, select and recommend another person for appointment on the results of this selection process.

Please note that placement on a panel is not a guarantee of appointment to a position.

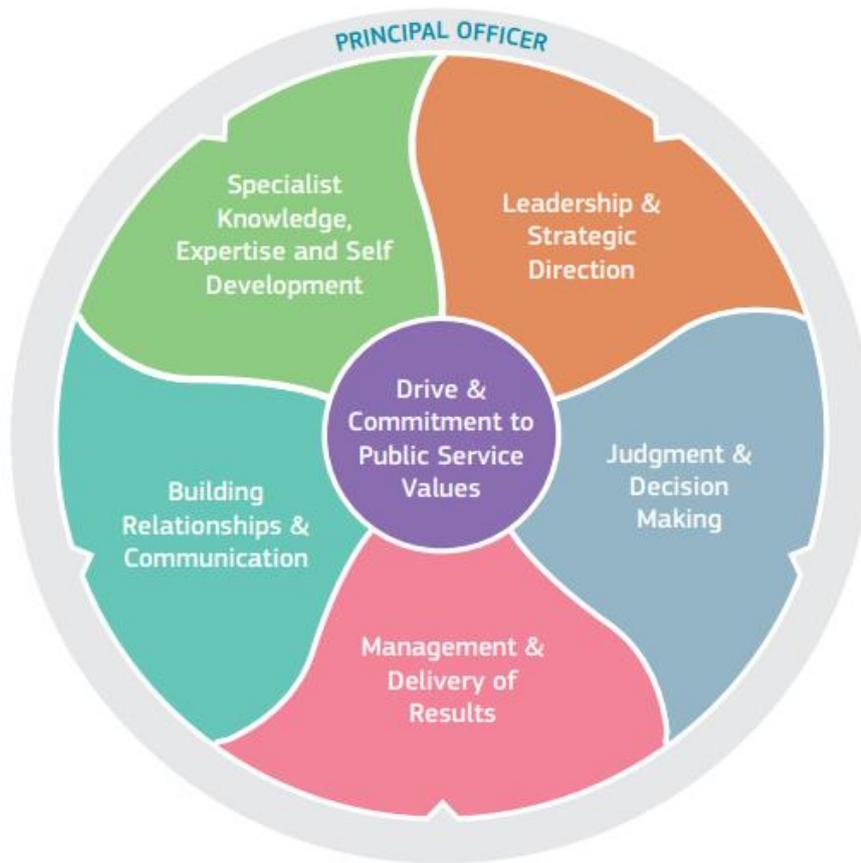
General Data Protection Regulation (GDPR):

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When your application form is received, we create a record in your name, which contains all of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful specific information you provide will become part of your personnel record. Such information held is subject to the rights and obligations set out in the GDPR.

To make a right of access request under Article 15, please submit your request in writing to: Data Protection Officer, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo, F26 V6E4 or by email to dataprotection@rsa.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant records. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Appendix 1: Principal Officer Competencies



Principal Officer Level Competencies

Effective Performance Indicators

Leadership & Strategic Direction	Leads the team, setting high standards, tackling any performance problems & facilitating high performance
	Facilitates an open exchange of ideas and fosters an atmosphere of open communication
	Contributes to the shaping of Departmental / Government strategy and policy
	Develops capability and capacity across the team through effective delegation
	Develops a culture of learning & development, offering coaching and constructive / supportive feedback
	Leads on preparing for and implementing significant change and reform
	Anticipates and responds quickly to developments in the sector/ broader environment
	Actively collaborates with other Departments, Organisations and Agencies
Judgment & Decision Making	Identifies and focuses on core issues when dealing with complex information/ situations
	Assembles facts, manipulates verbal and numerical information and thinks through issues logically
	Sees the relationships between issues and quickly grasp the high level and socio-political implications
	Identifies coherent solutions to complex issues
	Takes action, making decisions in a timely manner and having the courage to see them through
	Makes sound and well informed decisions, understanding their impact and implications
	Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions
Management & Delivery of Results	Initiates and takes personal responsibility for delivering results/ services in own area
	Balances strategy and operational detail to meet business needs
	Manages multiple agendas and tasks and reallocates resources to manage changes in focus
	Makes optimum use of resources and implements performance measures to deliver on objectives
	Ensures the optimal use of ICT and new delivery models
	Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
	Instils the importance of efficiencies, value for money and meeting corporate governance requirements
	Ensures team are focused and act on Business plans priorities, even when faced with pressure
Building Relationships & Communication	Speaks and writes in a clear, articulate and impactful manner
	Actively listens, seeking to understand the perspective and position of others
	Manages and resolves conflicts / disagreements in a positive & constructive manner
	Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives
	Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
	Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
	Makes opinions known when s/he feels it is right to do so
Specialist Knowledge, Expertise and Self Development	Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
	Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
	Maintains a strong focus on self-development, seeking feedback and opportunities for growth
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level
	Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
	Contributes positively to the corporate agenda
	Is personally trustworthy, honest and respectful, delivering on promises and commitments
	Ensures the citizen is at the heart of all services provided
	Is resilient, maintaining composure even in adverse or challenging situations
	Promotes a culture that fosters the highest standards of ethics and integrity