



Bord Altranais agus  
Cnáimhseachais na hÉireann  
Nursing and Midwifery Board  
of Ireland

## INFORMATION BOOKLET

The Nursing and Midwifery Board of Ireland intends to hold a competition for the position of:

**Director of Education, Policy and Standards**

**(Director of Nursing Band 1 Grade)**

**Permanent Contract**

**Closing Date: 12.00 noon (Irish Time), Monday, 12<sup>th</sup> April 2021**

The NMBI is committed to a policy of equal opportunity.

The NMBI will run this campaign in compliance with the codes of practice, published by the Commission for Public Service Appointments (CPSA) and available on [www.cpsa.ie](http://www.cpsa.ie)

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**Contact: Desiree Pierce, HR Department  
Nursing and Midwifery Board of Ireland  
18/20 Carysfort Avenue, Blackrock, Co Dublin**

**Telephone Number: 0879204874**

**Email: [hr@nmbi.ie](mailto:hr@nmbi.ie)**

**URL: [www.nmbi.ie](http://www.nmbi.ie)**

## **Director of Education, Policy and Standards**

### **Nursing and Midwifery Board of Ireland**

<b>TITLE OF POSITION:</b>	Director of Education, Policy and Standards
<b>OFFICE:</b>	Nursing and Midwifery Board of Ireland
<b>LOCATION:</b>	18/20 Carysfort Avenue, Co Dublin
<b>SALARY SCALE:</b>	DON1 (General) Grade: €78,458- €91,547* <i>*New entrants to the public service will commence at the first point on the scale</i>

Bord Altranais agus Cnáimhseachais na hÉireann/The Nursing and Midwifery Board of Ireland (NMBI), established under the Nurses and Midwives Act 2011, is the regulatory body for Nurses and Midwives wishing to practice Nursing/Midwifery in Ireland.

#### **NMBI has two main objectives:**

- To protect the public;
- To ensure the integrity of nursing and midwifery practices.

#### **The principle functions of NMBI include:**

- Setting of standards for the education, registration and professional conduct of nurses and midwives;
- Providing advice on the provision of safe and appropriate care to nurses and midwives, patients, family members and society;
- Maintenance of the Register of Nurses and Midwives;
- Approval of education programmes and further education programmes;
- Consideration of complaints against nurses and midwives through our fitness to practice process.

#### **Structure of NMBI:**

The Nursing and Midwifery Board of Ireland has over 50 staff, including a Senior Management Team of Director of Registration, Director of Finance and Corporate Services, Director of Professional Standards – Nursing, Director of Professional Standards – Midwifery and Director of Regulation.

The organisation currently operates under the following sections and divisions:

- Office of the CEO
- Registration Department
- Professional Standards Department
- Regulation Department
- Finance Department
- I.T. Department

As of March 2021, there were a total of 80,358 registered nurses and midwives on the NMBI Register.

### **Recruitment**

It is the objective of the NMBI to carry out recruitment and selection in line with best practice guidelines, the Commission for Public Service Appointments, Code of Practice and relevant employment legislation such as Employment Equality Acts 1998-2015, Data Protection Acts 1998-2003, Public Service Management (Recruitment and Appointments) Act 2004 and Freedom of Information 1997-2003.

The NMBI will aim at all times to carry out recruitment in a fair, impartial and transparent manner. Employees to the NMBI will be appointed on merit. This means the best person for any given position will be recruited and selected through a transparent and competitive recruitment process. Recruitment and selection decisions will be made on the suitability of the candidates with regard to the qualifications, personal attributes and skills they possess to fulfil the duties and responsibilities of the post.

During the recruitment and selection process, the NMBI will aim to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates and aim to provide genuine equality of opportunity to all.

With the continued growth in legislative provisions in the regulation of employment, new and revised approaches to recruitment and selection are required from time to time to reinforce the principles of equity, fairness, transparency and accountability. These principles will apply to all NMBI recruitment and selection processes.

Interviews will accommodate candidates with special needs (e.g.: location will be accessible; wheelchair parking is available). Any assessments will allow for candidates with special needs (e.g.: accessible for those with learning difficulties/ impaired vision or hearing).

### **Equal Opportunities**

It is the NMBI's intention that all existing and potential staff have equality of opportunity regardless of gender, civil status, family status, sexual orientation, religion, age, disability,

race or membership of the travelling community.

Staff are encouraged, facilitated, and enabled to achieve their full potential and to work in an environment that is free from harassment and fully respects their dignity.

The NMBI positively promotes and rigorously observes the principles of equal opportunity and is committed to implementing policies to promote equal opportunities.

### The Board of NMBI:

The Board of NMBI comprises 23 members with a lay majority of 12. There are eight elected members, and, in addition, three nurses/midwives are appointed by the Minister for Health. Five members are recruited through Stateboards.ie and the remaining members are nominated by stakeholders – such as voluntary bodies and public interest groups – and are appointed by the Minister. All Board members act in a non-executive capacity.



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## JOB SPECIFICATION

<b>JOB TITLE</b>	<b>Director of Education, Policy and Standards</b>
<b>SCALE</b>	Director of Nursing Band 1 €78,458-€91,547 *New entrants to the Civil/Public Service will commence at the first point of the scale.
<b>REPORTS TO</b>	Chief Executive Officer
<b>STAFFING RESPONSIBILITIES</b>	Education, Policy and Standards Department
<b>LOCATION</b>	18-20 Carysfort Avenue, Blackrock, Co Dublin

### JOB PURPOSE

The Nursing and Midwifery Board of Ireland (NMBI) is the regulatory authority for nurses and midwives in Ireland. The role of NMBI is the protection of the public in its dealing with nurses and midwives and the integrity of the practice of nursing and midwifery through the promotion of high standards of professional education, training and practice and professional conduct among nurses and midwives.

#### Role Deliverables:

Strategically lead the Education, Policy and Standards Directorate, taking responsibility for the setting, evolution, monitoring and improvement of standards for the nursing and midwifery undergraduate programmes, post graduate programmes and other specialist programmes in order to meet Government policy and changing healthcare challenges.

Develop and articulate a vision for the future standards of education and training of the professions to ensure that they can embrace Sláintecare models of working and new/emerging population-based requirements.

Provide advice, direction and evolve standards to ensure that the professions meet EU minimum standards and contribute to education and training policy development at a European and international level.

Deliver the vision through positive engagement with key stakeholders including the Department of Health, Department of Further and Higher Education, Research, Innovation and Science, HSE and the HEIs to effect the changes needed.

Leverage internal and external data and evidence to inform standards development. Measure improvements in outcomes through embedded evidenced-based research which will inform future improvements to standards.

Ensure that national programmes continue to adhere to the standards.

Ensure inspections of HEIs and AHCPs are undertaken and reported on.

Work closely with the Director of Midwifery to deliver on the midwifery portfolio.

Design, consult on and deliver a scheme to Monitor the Maintenance of Professional Competence (MMPC) to the professions.

Introduce, embed and utilise a digital solution to make interactions with stakeholders more efficient and to ensure that the organisation meets its statutory functional requirement around site inspections, monitoring regimes, consideration of programmes and reporting. Oversee the development of a module to support the future MMPC.

Take a strong leadership approach, ensure that the directorate performs effectively and demonstrates a continuous improvement approach to meeting agreed outcomes and strategic objectives.

As a key and strategic member of the NMBI's Senior Management Team (SMT), the role will play a significant part in building a cohesive and inclusive organisational culture with a strong customer focus and able to demonstrate outcomes and impact. You will contribute to steering the organisation strategically, developing and supporting the organisation's values, culture and strategic direction to achieve the objectives and remit agreed by the Board and defined by legislation and the Department of Health.

Be the key custodian of the Professional Code of Conduct and Ethics for Registered Nurses and Registered Midwives.

#### **Leadership of Education, Policy and Standards Strategy**

- Lead in the development of an NMBI Policy and Standards strategy and its implementation.
- Develop policy and guidelines for practice, rules, the Code of Conduct and further education opportunities.
- Lead the implementation of all professional standards/education regulatory matters affecting

nursing and/or midwifery.

- Monitor other regulatory models and introduce best practice to NMBI's approach to policy and standards.
- Ensure the Directorate annual business plans & KPIs are developed and executed within the required timelines, and cascading work plans are implemented across the Directorate.
- Work closely with the Director of Midwifery on the delivery of the midwifery portfolio.

### **Operational Leadership**

- Led by the CEO the NMBI is currently implementing a transformational change programme including operationalising a new digital platform and the delivery of a 'fit for purpose' service delivery model. The Director will have a critical role in leading the digitisation of the Policy and Standards function and the development and implementation of new systems, processes and ways of working in the Directorate. S/he will implement (in line with a new Education module of the Nightingale system) robust workflow and quality management processes and structures.
- Project sponsor of the 'Monitoring the Maintenance of Professional Competence' scheme. This will involve the engagement of critical stakeholders, the drafting of and consultation on a proposed scheme, the pilot and roll out of the scheme. It will also involve establishing an appropriate service delivery model to manage the scheme on an ongoing basis including managing audits and ongoing stakeholder engagement to deliver on the targeted outcomes of the introduction of such a scheme. This will include defining requirement for and leading the further development of the education module of the Nightingale system.
- Supporting committees and the Board in the operationalisation of PART IV of the Nurses Act, 1985 and Parts 10 and 11 of the Nurses and Midwives Act 2011. This encompasses the setting of education standards and requirements, programme approval and monitoring activities, managing the maintenance of professional competence.
- Ensures that strategic and operational risks are identified, assessed, evaluated, categorised and proactively managed. Leadership on risk evaluation providing guidance to the Policy and Standards team, the organisation and service providers is an important.
- Manages the budget for the directorate ensuring efficient and effective use of resources, value for money and compliance with financial instructions. Monitoring of current expenditure and estimation of future costs is carried out in partnership with the Head of Operations.
- Responsible for ensuring that any external service provision is properly tendered for; and that current contracts provide robust advices, are actively managed and deliver best value for money

### **Team Leadership**

- Responsible for managing and driving the performance of the team to deliver on the requirements of the Directorate in particular leading staff through significant organisational change and the development and implementation of the professional competence scheme or schemes for nurses and midwives.

- Embedding PMDS – individual and team development is a critical success factor to the ongoing development of the services and culture of the Policy and Standards Directorate.
- Optimally configure the team and use of any external services to deliver on target KPIs

**Management of Complex Stakeholders**

- Represents the organisation in interactions with stakeholders, the Department of Health and other Government departments and agencies, HEIs and Allied Health Care Partners, the public, registrants, other regulatory authorities, European and international counterparts and representative organisations.
- Responsible for building positive relationships with Board members and non-Board members appointed to the committees and through which policy and standards items will considered.

**Organisational Leadership** - As a member of NMBI’s senior management team s/he will:

- Play an effective part in the leadership of the NMBI as a whole
- Act as a role model, embodying the organisation’s values, leadership behaviours, and commitment to quality, diversity and inclusion
- Contribute to the development and implementation of NMBI’s corporate strategy, business planning and continuing programme of organisational improvement.
- Attend meetings of the Board and its committee, and provide information, analysis, advice and guidance to Council members to enable effective scrutiny of the organisation’s activities.
- Undertake such other duties as may be reasonably required from time to time.

**ESSENTIAL & QUALIFICATIONS AND EXPERIENCE**

**Essential Experience**

- On the NMBI (nurse) register or eligible to be on the NMBI register
- A minimum of five years management experience in one or more of the following
  - a) a third level education environment
  - b) development and implementation of policies and standards and related structures in a relevant regulated environment
  - c) senior leadership experience in professional development
- At minimum, a master’s in nursing/midwifery or health education or relevant related discipline.
- Experience of delivering policy change through evidence-based research.
- Experience of developing productive relationships with key internal and external stakeholders and the credibility to act as an ambassador for the NMBI. Prior experience with Government Departments, regulators, and the HEIs is a distinct advantage.
- Must be able to demonstrate considerable success in delivering process improvements. Prior experience in the introducing of new

	<p>technology, systemising of manual processes, achieving cost efficiencies and improving service delivery is a distinct advantage.</p> <ul style="list-style-type: none"> <li>• Proven experience of staff management and development, including leadership of diverse teams and prudent use of resources.</li> <li>• Demonstrable track record in strategic planning and the development and implementation of policy.</li> <li>• A proved track record of delivering business objectives and KPIs in a complex and busy working environment.</li> </ul> <p><b>Essential Skills</b></p> <ul style="list-style-type: none"> <li>• A strong capacity for strategic thinking and an ability to plan to review and interpret legislation, rules, policy and standards.</li> <li>• Risk evaluation and management</li> <li>• Financial and budget management</li> <li>• High level presentation and report writing skills especially to audiences such as Committees and Boards.</li> </ul>
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<b>Competencies</b>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Leads the team, setting high standards, tackling any performance problems &amp; facilitating high performance</li> <li>• Contributes to the shaping of NMBI strategy and business plans and the development of the NMBI Education, Policy and Standards strategy</li> <li>• Develops capability and capacity across the team through effective delegation</li> <li>• Develops a culture of learning &amp; development, offering coaching and constructive/ supportive feedback</li> <li>• Leads on preparing for and implementing significant change and reform</li> <li>• Anticipates and responds quickly to developments in the sector/broader environment</li> <li>• Actively collaborates with other organisations and Agencies</li> </ul>
<b>Judgement &amp; Decision Making</b>
<ul style="list-style-type: none"> <li>• Identifies and focuses on core issues when dealing with complex information/ situations</li> <li>• Sees the relationships between issues and quickly grasp the high level and socio-political implications</li> <li>• Identifies coherent solutions to complex issues</li> <li>• Takes action, making decisions in a timely manner and having the courage to see them through</li> <li>• Makes sound and well-informed decisions, understanding their impact and implications</li> <li>• Strives to effectively balance the sectorial issues, political elements and the citizen impact in all directions</li> <li>• Has the confidence to take difficult decisions and defend them</li> <li>• Has the judgement to understand when issues need escalated and at the correct time.</li> </ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"> <li>• Initiates and takes personal responsibility for delivering results/services in own area</li> </ul>



- 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 and continuous improvement
- Ensures team are focused and act on Business Plan priorities, even when faced with pressure

#### **Building Relationships & Communication**

- Speaks and writes in a clear, articulate and impactful manner
- Encourages and supports open and honest communication
- Actively listens, seeking to understand the perspective and position of others
- Manages multiple agendas, tasks and reallocates resources to manage changes in focus
- Works effectively within the political process, recognizing and managing the 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 organization and across other Departments and builds strong professional networks
- Makes opinions known when s/he feels it is right to do so

#### **Drive and Commitment**

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence whilst maintaining a sense of balance and perspective in relation to work issues
- Is personally trustworthy and honest, 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
- Committed to espousing the NMBI Values

#### **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 recognized by people internal and external to the organisation
- Keeps up to date with key organisational, 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

***NMBI is committed to equality of opportunity***

***This is not an exhaustive list and the post holder will be required to take on other tasks and duties as required for the proper and effective performance of his/her duties.***

***Closing date for applications: 12.00 noon (Irish time), Monday, 12 April 2021.***

Further information on the NMBI is available on <https://www.nmbi.ie>

### **Eligibility to compete and certain restrictions on eligibility**

#### **Citizenship Requirements**

Eligible Candidates must 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 Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c)** A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d)** 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 4 visa **or**
- (e)** 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 Switzerland and has a stamp 4 visa

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

#### **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. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> 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. 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).

### **Ethics in Public Office 1995 and 2001**

Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 69,676 as at 01.10.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below.

A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive not later than 31st January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of NMBI and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive.

C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <http://www.sipo.gov.ie/>

### **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. 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.

## **THE SELECTION PROCESS**

**How to Apply:** Application form to be emailed to [hr@nmbi.ie](mailto:hr@nmbi.ie)

**Closing Date:** 12.00 noon (Irish Time), Monday, 12<sup>th</sup> April 2021.

### **Selection Process:**

*The Selection Process may include:*

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s) & follow-up one-to-one interview;
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview which will be conducted by NMBI.

### **Please Note**

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 1 working day of applying, please email [hr@nmbi.ie](mailto:hr@nmbi.ie). You can expect to receive emails from us at the relevant stages of the process.

### **Shortlisting**

The NMBI applies a shortlisting process to recruitment campaigns. A panel will examine the application forms against a pre-determined criterion 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 on the application.

## **References**

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). One referee must include your current employer and should be able to provide a reference for you. The referees should be able to provide relatively recent information on your performance in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

**If you feel you would benefit from a confidential discussion about any aspect of this opportunity, please contact Desiree Pierce on 087-920-4874 or email [hr@nmbi.ie](mailto:hr@nmbi.ie)**

## **Principal Conditions of Service**

### **General**

The appointment is subject to the Nurses and Midwives Act 2011 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service and the Department of Public Expenditure and Reform.

### **Tenure:**

This appointment is on a full-time basis, permanent basis, subject to a probationary period of 11 months.

### **Location:**

Offices of the Nursing and Midwifery Board, 18/20 Carysfort Avenue, Blackrock, Co Dublin.

**Salary:** DON1 (General) Grade: €78,458- €91,547\*

*\*New entrants to the public service will commence at the first point on the scale*

### **Annual Leave:**

The annual leave allowance will be 30 working days a year, exclusive of the usual public holidays.

### **Superannuation and Retirement:**

The terms of the Single Public Service Pension Scheme will apply to this appointment. The minimum age at which pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.

### **Contract Arrangements:**

A contract will be offered on the terms and conditions determined by the Board, with the consent of the Minister for Health/DPER.

### **IMPORTANT NOTICE**

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.

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

**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.**

### **Other important information**

The NMBI will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the NMBI is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the NMBI will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, the NMBI may at its discretion, select and recommend another person for appointment on the results of this selection process.

### **The importance of Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. 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.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### **Deeming of candidature to be withdrawn**

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

Candidates are expected to provide all requested documentation to NMBI, including all forms issued by NMBI for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will

receive no further consideration.

### **Procedures where a candidate seeks a review of a Decision taken in relation to their application**

**For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie)**

### **Requests for Feedback**

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

### **Candidates' Obligations:**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post unless they:
- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

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

### **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 you submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. To make a request to access your personal data please submit your request by email to: [hr@nmbi.ie](mailto:hr@nmbi.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by the NMBI are set out on the Data Protection Policy of NMBI.

**Candidates should note that canvassing will disqualify.**