



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:

### **Professional Officer – Education, Policy and Standards (Director of Nursing Grade Band 2)**

**Closing Date: 12.00 noon (Irish Time), Wednesday, 30 June 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)**

## **Professional Officer – Education, Policy and Standards**

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

<b>TITLE OF POSITION:</b>	Professional Officer – 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>	DON2 (General) Grade: €72,988- €84,888* <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>	Professional Officer – Education, Policy & Standards
<b>SCALE</b>	Director of Nursing Grade Band 2 €72,988-€84,888* <i>*New entrants to the Civil/Public Service will commence at the first point of the scale.</i>
<b>REPORTS TO</b>	Director of Education, Policy and Standards
<b>LOCATION</b>	18-20 Carysfort Avenue, Blackrock, Co Dublin
<b>JOB PURPOSE</b>	
<p>The Professional Officer – Education, Policy and Standards will be responsible for contributing to and developing the policy and standards-setting for education programmes leading to pre-registration (undergraduate) leading to registration on the Nurses and Midwives Register, and post-registration leading to registration and to non-registration specialisms, including:</p> <ul style="list-style-type: none"> <li>• Having a major contribution to the ongoing implementation of the Nurses and Midwives Act, 2011 (Part 10, and Part 11), the Nurses Rules 2018, 2020 and any rules made pursuant to the Nurses and Midwives Act 2011; and EU Directive 2013/55/EC, as transposed into Irish Law be responsible for the development and implementation of professional standards and guidance.</li> <li>• Be responsible for the development and delivery of key strategic objectives in NMBI regarding undergraduate, postgraduate and specialist education.</li> <li>• Be responsible for the development and monitoring of pre and post-registration education standards and requirements, specialist education and advanced practice.</li> <li>• Be responsible for the development and specification of appropriate guidance on professional conduct, ethics and practice matters. .</li> <li>• Be responsible for the development and implementation of the credentialing and annotation framework, policy, and guidelines, including liaising with NMBI cross functional teams to</li> </ul>	

facilitate all aspects of implementation.

- Be responsible for the development and implementation of professional standards and guidance for the approval of category 2 or equivalent post-registration qualifications.
- Provide leadership to the nurse education community and shape the regulation of Nursing for the future, whilst, at the same time supporting the development of the profession.

#### KEY AREAS OF ACTIVITY

- Develop and implement quality assurance mechanisms regarding Part 10 of the Nurses and Midwives Act, 2011, the Nurses Rules 2018, 2020 and any rules made pursuant to the Nurses and Midwives Act 2011; and EU Directive 2013/55/EC, as transposed into Irish Law.
- Develop and implement professional standards and guidance as mandated by EU Directives and as transposed into Irish Law.
- Develop evidence-based pre and post-registration education standards and requirements to meet service need.
- Conduct public consultation with relevant stakeholders.
- Set, approve, and monitor the standards of all post-registration professional education and training (Specialist Category 2 Programmes and those leading to registration).
- Set, approve, and monitor the standards of all post-registration professional education and training (Category 1 programmes not leading to registration).
- Inspect, monitor, and report on education requirements for pre and post-registration programmes that lead to registration.
- Monitor NMBI standards as directed by the Board.
- Support site inspections and approval procedures for post registration curricula, Higher Education Institutions (HEIs) and associated health service providers (AHCPs) as appropriate.
- Develop and implement the credentialing and annotation framework, and related guidelines and policies.
- Work with registration in the implementation of the credentialing and annotation framework.
- Develop and provide high quality, evidence-based professional standards and guidance to the public and the professions.
- Provide ongoing reports on professional standards and any important issues/developments, providing expertise and advice in respect of policy development for the profession.
- Support and champion strategic projects within NMBI regarding post-registration education.
- Work with the Education, Registration and Regulation teams to ensure the involvement of stakeholders in developing, delivering and evaluating professional standards.
- Work with external stakeholders in developing practice standards, guidelines and policies as specified by NMBI leadership team.
- Actively contribute to the development of an organisational culture that assures that transparency, openness, accountability, customer service and quality are at the heart of what we do.
- Support communications activities focussed on clarifying the role of the regulator and improving the NMBI brand.
- Support the Director of Professional Policy, Standards and Education in delivering on the agenda of the Statement of Strategy.

#### Key Responsibilities

- Responsible for the development of policy and standards in line with NMBI's strategic objectives and legislative requirements

- Review and update current policy in these areas to ensure compliance with NMBI’s strategic objectives and legislative requirements
- Manage the development and ongoing review of the standards of education and training for entry to the register and the requirements for education and training programmes
- Consult appropriately with relevant internal departments in the development of policies and standards
- Research, prepare and present comprehensive reports and briefing papers to the Education, Training and Standards Committee and the Board in relation to professional regulation, education policy and other topics as relevant to the work of the Policy and Standards Education Unit
- Support the department to meet their legislative requirement in relation to providing support and guidance regarding continuing professional development.
- Lead a team in the design and roll out of appropriate systems to monitor engagement with maintenance of profession competence (MMPC)
- Develop and implement appropriate systems for evaluating the effect and impact of any MMPC model implemented by NMBI and ensure processes are reviewed, improved, and updated regularly.
- Lead and manage stakeholder consultations in relation to education and training, policy and standards development and review
- Develop management reports/metrics as required.
- Support the digitisation project particularly with business process development and implementation.
- Working collaboratively as part of the Operational Management Team, participating in the overall organisational development and management capacity within NMBI ensuring the highest standards of corporate governance and personal conduct
- Promote the NMBI’ vision, mission and values through actions, training, communications and leading by example
- Performing any function that may be assigned by the Director of Policy, Education and Standards or the CEO.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Develop policies and standards and responsible for dissemination associated with the communication team/strategy.
- Ensure the implementation of procedures and processes for the approval and monitoring of post-registration programmes.
- Monitor implementation of NMBI standards and requirements for post-registration education and training of nurses.
- Monitor implementation of NMBI standards and requirements for the post-registration specialist education and training of nurses.
- Ensure implementation of the credentialing and annotation framework.
- Ensure implementation of relevant EU Directives.
- Provide professional guidance and promote the highest standards in all areas of professional nursing and midwifery activity.

#### **Support the NMBI Board and Committees:**

1. Convene meetings of the Education, Training and Standards Committee and service all committee activities.

2. Present policies and plans for the development of Post Registration and specialist education and training activities.
3. Prepare and present reports at Committee meetings.
4. Produce and advise on Rules for the Education and Training including Student Nurses/Midwives.

Ensure the implementation of policies for post-registration education and training (programmes leading to registration/programmes that do not lead to registration and specialist programmes) of nurses/midwives:

1. Advise in relation to entry requirements.
2. Implement policies in relation to the approval and monitoring of education bodies, programmes of education and associated health care providers where education is provided.
3. Work closely with the Director of Registration with regards to post-registration programmes that lead to registration.
4. Develop post-registration standards and requirements in relation to each division of the Register.
5. Consider and report on the approval of curricula and programmes in relation to access to each division of the Register for the appropriate committees and the Board.

Ensure the implementation of Credentialing and Annotation Framework

1. Work closely with the Director of Registration with regards to the implementation of Credentialing and Annotation framework.

**Others:**

1. Provide guidance and promote high standards in all areas of professional activity by reviewing, developing and disseminating guidance to the profession through publications, conferences seminars and other training events.
2. Provide information to registered nurses through newsletters and general communications to the profession and the public.

**ESSENTIAL CRITERIA**

**The successful candidate will have the following essential skills and criteria.**

- Be registered in the Division of Nurses maintained by NMBI.
- Possess at least three years of relevant experience in Nurse Education.
- Experience of governance around education and/or in the health-care settings.
- A high level of knowledge and experience relevant to the role, to include project management; research capability; service monitoring and evaluation.
- A good understanding of the relevant regulatory and legislative requirements associated with the role.
- An ability to manage a significant workload, highly organised with strong attention to detail.

**To be eligible to apply for this role you must have/demonstrate in your application form the following.**

- Experience developing and implementing strategic change initiatives.
- Experience developing and implementing policy and standards.
- Experience of people management, including showing leadership in diverse settings.

- Continued Professional Development activity.
- A proven track record of delivering on projects similar to those outlined in the job description.

#### **Essential Qualifications/Mandatory Training**

- A level 9 QQI qualification in Education or/and Health.

#### **The post holder will**

- Engage in NMBI's Performance and Development System and ensure the appropriate documentation is provided to your manager/team leader in a timely manner.
- Espouse NMBI Values in all work activities – Transparency, Trust, Leadership, Respect, Equality & Fairness.

### **Competencies**

#### **Leadership**

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance
- Contributes to the shaping of NMBI strategy and business plans and the development of the NMBI Education, Policy and Standards strategy
- 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 organisations and Agencies

#### **Judgement & Decision Making**

- Identifies and focuses on core issues when dealing with complex information/ situations
- Sees the relationships between issues and quickly grasp the high level and socio-political implications
- Identifies coherent solutions to complex issues including ability to assess and undertake impact analysis;
- Takes action, making decisions based on good judgement in a timely manner and has the courage to see them through
- Makes sound and well-informed decisions, understanding their impact and implications
- Strives to effectively balance the sectorial issues, political elements and the citizen impact in all directions
- Has the confidence to assess information and make judgements on issues;
- Has the judgement to understand when issues need escalated and at the correct time.

#### **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 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 organisation and across other Departments and builds strong professional networks
- Makes opinions known when s/he feels it is right to do so in a diplomatic and productive way.

#### **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 recognised 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), Wednesday, 30 June 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).

### **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), Wednesday, 30 June 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:** DON2 (General) Grade: €72,988- €84,888\*

*\*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 (pro-rata), 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 2022 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.**