

CANDIDATE INFORMATION BOOKLET

Open Competition for Appointment as:

Finance Leads

Closing Date: 24th April 2024

Contact: Rachel Barrett, maracareers@rsmireland.ie

Status of Contract:

Maritime Area Regulatory Authority (MARA) is seeking to fill 2 permanent senior management positions at Assistant Principal Officer level. A panel may be formed from this competition.

Authority: Maritime Area Regulatory Authority (MARA)

Location: Menapia House, Drinagh Business Park, Co. Wexford

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About MARA

MARA is a new independent body responsible for the sustainable management of Ireland's diverse and unique maritime area. Established in July 2023, as part of the biggest reform of marine governance in Ireland in almost a century, MARA will be key to the transformation of our maritime governance regime.

Working collaboratively with all its partners, MARA will support the pillars of Ireland's marine planning system by:

- bringing its expertise, knowledge and skills to enhance forward planning in the maritime area;
- developing a well-functioning transparent consenting system, consistent with the principles of proper marine spatial planning, for all maritime users and activities; and
- Implementing a rigorous, but proportionate, compliance and monitoring programme to ensure the sustainable use of our maritime area and challenge unauthorised development and non-compliance with maritime planning permission.

MARA will achieve this by building expertise in its people, its processes and its technology. As custodians of the maritime area, MARA will ensure that through good management and transparent decision making we will optimise our maritime resource on behalf of all citizens.

MARA will be a key enabler in respect of Ireland's ambitions for the Offshore Renewable Energy (ORE) sector, by facilitating a streamlined consenting process, providing certainty to project promoters and delivering a pathway to realising the necessary investment. MARA, at the centre of the new regulatory regime, will also support delivery of other projects of strategic importance (*cabling / telecoms projects, ports development, drainage projects, sewerage schemes etc.*), facilitating the State to harness significant benefits from realising a low-carbon economy, ensuring energy security, and presenting new opportunities for economic growth.

To realise its ambition, MARA is now looking for motivated, dynamic and passionate people to join its team across a variety of roles. This is an unrivalled opportunity to join a new agency at the beginning of its journey and to be at the forefront of managing Ireland's extensive maritime resource.

The Organisational Context

MARA is an independent agency, established by the *Maritime Area Planning Act 2021*, under the aegis of the Department of Housing, Local Government and Heritage. MARA has an 11 member governance board appointed by the Minister for Housing, Local Government and Heritage.

Under the direction of a Chief Executive Officer, the executive of MARA are responsible for carrying out the following day to day functions:

- Granting of all Maritime Area Consents (MACs) for the maritime area;
- Marine licencing for specified scheduled activities;
- Compliance and enforcement of MACs, licences and offshore development consents;
- Administration of the extant MHLGH Foreshore consent portfolio; and
- Fostering and promoting co-operation between regulators of the maritime area.

The Positions

Finance Leads (2 roles at Assistant Principal level)

- Revenue Collection Lead - Compliance, Enforcement and Revenue Collection Unit
- Finance Lead – Corporate Affairs Unit

These exciting roles, within the Compliance, Enforcement and Revenue Collection Unit reporting to the Head of Compliance, Enforcement and Revenue Collection of MARA and the Corporate Affairs Unit reporting to the Head of Corporate Affairs of MARA, involve revenue collection and financial responsibilities supporting an entirely new regulatory function in Ireland's maritime area and administration of the extant MHLGH Foreshore consent portfolio. The roles involve working in close collaboration with colleagues to manage and deliver the operational aspects of MARA's revenue collection and financial functions. Joining MARA at this time will also allow the successful candidate to influence how MARA's revenue collection and financial processes will contribute to MARA's wider objectives.

The successful candidates will lead either the Revenue Collection team or the Finance team, to design and implement key processes and policies and lead the engagement with a diverse group of stakeholders using the maritime area, including offshore wind, ports, tourism and sporting facilities, local authorities and other regulators.

The responsibilities associated with these demanding roles are wide and varied but will primarily involve delivering on all aspects of MARA's revenue collection and financial framework. The successful candidates will be responsible for all aspects of revenue collection

for Maritime Licences, Maritime Area Consents and the extant MHLGH Foreshore consents in accordance with the statutory requirements of the Maritime Area Planning Act 2021 (as amended) and financial functions in the operation of MARA. This will involve close collaboration across MARA's technical, consenting, legal and financial functions as well as with external expert support.

MARA will be conducting interviews to assess applicants for both positions. Whilst an applicant may have a preference for one of the immediate positions there is no requirement to specify which.

Principal Duties

The successful candidates' primary duties will involve:

Revenue Collection Lead

- Leading the Revenue Collection team to manage all aspects of revenue collection to a high standard, to collect rent, levies and fees due for MACs, Licences and extant Foreshore consents in accordance with the statutory requirements of the Maritime Area Planning Act 2021 (as amended);
- Leading the development of internal processes in respect of revenue collection for MACs, Licences and extant Foreshore consents and contributing to the development of relevant policy and the necessary secondary legislation;
- Leading the development of an efficient rent review process for the extant Foreshore consents
- Collaborating on the design and development of automated/online revenue collection processes;
- Working closely with MARA's other functions including consenting, data, research, monitoring, compliance and enforcement functions;
- Communicate effectively in respect of the revenue collection and financial processes, both in writing and orally to MARA's Board, senior management and applicants;

Finance Lead

- Leadership and oversight of the day-to-day activities of Mara's Finance Team.
- Preparation & submission of monthly management accounts and cash flow reports to the Board & management team.

- To formulate, present and monitor annual and longer-term financial budgets, including analysis and management of the parent Department budget and expenditure reporting requirements.
- Management of the year-end audit including preparation of statutory accounts in accordance with FRS102 and coordination with Office of the Controller & Auditor General. Assistance in managing and supporting the internal audit function.
- To work closely with the Head of Corporate Affairs to ensure good financial governance. Ensuring financial procedures are adhered to and accounts receivable and accounts payable are accurate, effective, and timely.
- Review of existing accounting systems and controls and identification and development of systems to deal with organisational growth, in line with existing and emerging best practice, audit, and State Body compliance requirements, with a focus on automation, systems integration and efficiency.

General

- Providing a leadership role for their team, responsible for staff motivation, development, mentoring and coaching; work planning, allocation, delivery, quality and reporting; performance management; and promoting and driving effective and timely team, divisional and organisational communications.
- Contributing to the leadership team in MARA, responsible for the implementation of the MARA's business objectives by contributing to the overall planning, direction and high-level management of the organisation.
- Engage with cross-agency teams, interest groups, applicants and other stakeholders, senior public sector officials and political representatives - locally, nationally and internationally.
- Other Duties: Carrying out any such other duties as may be assigned from time to time.

Job Specification

Essential Qualifications and Experience

- A minimum of 3 years' experience in a revenue collection or financial role at an appropriately senior level;
- Have demonstrable experience in the implementation of revenue collection or financial oversight and policy development.

- Ability to build relationships, influencing and liaising effectively with external stakeholders in a regulated environment;
- Possess strong oral and written communications skills;
- Strong analytical skills, ability to manage information for multi-disciplinary sources, sound judgement and evidence based decision making;
- A track record of developing and implementing policy and procedures;
- An ability to critically assess processes and procedures, identify improvements and manage change effectively.

Desirable

- Possess a minimum level 8 qualification on the National Framework of Qualifications in a legal, financial, regulatory, public policy or a related discipline;
- Qualified ACA/ACCA.
- Demonstrable experience in problem solving in a multidisciplinary environment;

Candidates must also demonstrate the key competencies for effective performance at this level which are:

- Leadership
- Judgement, Analysis and Decision-Making
- Management and Delivery of Results
- Interpersonal & Communication Skills
- Specialist Knowledge, Expertise and Self-Development
- Drive and Commitment to Public Service Values

Details of these competencies are set out in **Appendix 2**.

Employee Benefits:

We value our employees and will invest in their health, welfare and safety at work and will provide an Employee Assistance Programme. We support and encourage staff to reach their full potential through education and training opportunities on and off the job. We also offer flexible hours, challenging, rewarding work and benefits that include:

- Membership of a Superannuation Scheme
- Sick Leave Scheme

- Blended / Remote Working
- Shorter Working Year scheme
- Maternity Leave
- Parental Leave
- Parents Leave
- Career Breaks
- Exam and Study Leave

Employer of Choice

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis), etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

Pay:

The salary scale for this position is as follows:

(PPC Scale) €75,822, €78,614, €81,445, €84,286, €87,122, €88,757, €91,619 (LSI 1) €94,491 (LSI 2)***

Long Service Increments may be payable after 3 years (LSI1) and 6 years (LSI2) satisfactory service at the maximum of the scale.

*** Pay scale wef 1 October 2023 as agreed under "Building Momentum – A New Public Service Agreement 2021.*

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a BIC code and IBAN number and bank sort

code has been supplied to the Personnel Section of the relevant Department or Office. Statutory deductions from salary will be made as appropriate by the Department / Office.

An officer will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members / Former Staff Members / Pensioners.

Annual Leave:

Annual Leave will be 30 working days. This leave is exclusive of public holidays.

Principal Conditions of Service and Eligibility to Compete

For information on principal conditions of service and any information on eligibility to compete please review the 'Principal Conditions of Service and Eligibility to compete' document in detail available here: <https://www.maritimeregulator.ie/careers/>

Competition Process:

How to Apply:

Applicants should submit a completed application form by clicking [this apply now link to be redirected to the application page.](#)

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

Please note: Only applications submitted on the official application form will be considered. The application form is available on the MARA's website at the following link www.Maritimeregulator.ie/recruitment

Closing Date:

The closing date for receipt of applications is 24th April 2024.

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying please email: maracareers@rsmireland.ie

Essential Requirements and Personal Attributes:

Candidates must meet all the essential requirements and personal attributes required for the position, as set-out in the Information Booklet and attaching documentation. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview. **NOTE: MARA will examine all applications to ensure that applicants meet the eligibility and minimum requirement criteria. Only those who meet these requirements will be considered for advancement to the shortlisting and or interview stages.**

Health:

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Selection Process:

The selection process may include the shortlisting of eligible candidates (as above) on the basis of the application form and will include an interview.

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 does meet the eligibility requirements of the competition, if the numbers applying are such that it is not practical to interview everyone, MARA may decide that a number only will be called to interview. In this respect, MARA will provide for employment of a short-listing process to select a group for interview who, based on examination of application forms, appear to be the most suitable for the position. An expert board will examine the application forms against 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.

Interview

Candidates who are shortlisted will be called for interview by an expert panel. The interview will focus how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date.

Note: It is expected that interviews will be held in May 2024. Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

Panel

A panel may be established from which appointments may be made which will expire on 31 December 2025 or when it has been exhausted, whichever is sooner. Candidates will be advised of the outcome of the competition as soon as possible after the interview process.

Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

Deeming of candidature to be withdrawn:

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the Department requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidate Feedback:

Feedback will be provided on written request.

Review Procedures in relation to the Selection Process:

Requests for a review are dealt with in accordance with the codes of practice published by the Commission for Public Service Appointments. The Codes can be accessed at www.cpsa-online.ie.

Confidentiality:

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and the provisions of the EU General Data Protection Regulation.

Other important information:

MARA will **not** be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, should not be taken as implying that MARA are 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 applying or attending for interview. If you do not meet these requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending a candidate for appointment to this position MARA will make all such enquiries that are deemed necessary to definitively determine 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 or if an additional vacancy arises MARA may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates' Obligations:

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidate 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 personate 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 / or 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.

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.

Data Protection Acts, 1988-2018

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be held by MARA. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. To make a request under the Data Protection Acts 1988 & 2018, please submit your request in writing to: Data Protection Officer, MARA, Menapia House, Drinagh Business Park, Co. Wexford, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to MARA.

GDPR Privacy Statement. Recruitment Process

Purpose of Processing Personal Information

MARA conducts a competency-based recruitment process to fill vacancies within the organisation. When applying for these competitions, applicants are asked to submit a range of documents, e.g., application form, CV and / or cover letter.

Legal Basis for Processing Personal Information

Necessary for performance of a contract or to enter into such a contract

Terms of Employment (Information) Acts 1994 - 2014

The following shall receive your personal information for reasons outlined below:

<u>Recipient / Shared With:</u>	<u>Reason:</u>
Recruitment Agency RSM Ireland/ MARA HR	Receiving applications, acknowledging applications and corresponding with applicants. Certain information is also required for inclusion in the contract for successful applicants.
Selection Board	Information required for shortlisting and the interview process.
Current Employer	Sick leave checks and in the case of non-public servants reference checks.

Applicants Entitlements

MARA recognises that applicants have entitlements and these are outlined below.

Access

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic / transferable format.

Erasure

Applicants can request the data held be erased.

Rectification

Applicants can have any incorrect information corrected.

Objection

Applications can object to this information being processed.

Complaint

Applicants can make a complaint to our internal Data Protection Officer “DPO” (contact details below) and / or make a complaint to the relevant authority – Data Protection Commission in Ireland.

MARA DPO Contact Details

Email: dataprotection@MARA.gov.ie

Or

Data Protection Officer
MARA
Menapia House
Drinagh Business Park
Co. Wexford

For Further information on Data Protection:

The website of the Data Protection Commissioner – www.dataprotection.ie or

Make contact with the Office of the Data Protection Commissioner by phone on Telephone 1890 252231 or by email on info@dataprotection.ie.

APPENDIX 2

Competencies for the Role of Assistant Principal Officer

Leadership

- Actively contributes to the development of the strategies and policies of the Department/ Organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels.

Judgement, Analysis & Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Uses judgement to make clear, timely and well grounded decisions on important issues
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
- Takes a firm position on issues s/he considers important.

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard

- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

Drive & Commitment to Public Services Values

- Is self motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity