



An tÚdarás Rialála Limistéir Mhuiri
Maritime Area Regulatory Authority

Candidate Information Booklet

Marine Planning Advisor (Engineer Grade II)

This competition will be undertaken by Osborne Recruitment on behalf of the Maritime Area Regulatory Authority (MARA) under licence from the Commission for Public Service Appointments (CPSA) in accordance with the Code of Practice for Appointments to the Civil and Public Service

Table of Contents

About MARA	4
MARA Mission, Vision and Values.....	4
The Organisational Context	4
Strategic Objectives 2024 - 2027	5
The Role	6
Key Duties and Responsibilities	6
Essential Qualifications and Experience	7
Skills and Abilities.....	7
Desirable Qualities	8
Competencies.....	8
How to Apply	8
Eligibility to Compete:	8
Closing Date:.....	9
Selection Process:	9
Interview:	10
Equality:	10
Reasonable Accommodation:	10
Security Clearance:.....	10
Panel:	11
Relevant Checks:.....	11
Conditions of Service	11
Salary.....	11
Payment Arrangements.....	12
Location.....	12
Hours of Attendance	12
Annual Leave	12
The Organisation of Working Time Act 1997 (as amended)	12
Health:.....	12
Employee Benefits:	12
Employer of Choice:	13
General Information.....	13
Appendix A – Key Competency Framework – Engineer Grade II	17

The Position:

Title of Position:	Marine Planning Advisor
Grade:	Engineer Grade II
Tenure:	Permanent (subject to successful completion of probationary period)
Employing Authority:	Maritime Area Regulatory Authority (MARA)
Location:	Menapia House, Drinagh Business Park, Co. Wexford, Y35 RF29.
Annual Leave:	27 days per annum rising to 30 days after five years' service.
Hybrid Working:	<p>The successful candidate will be required to attend the office at least 2 days per week and can avail of remote working up to 3 days per week subject to business needs and the MARA blended working policy</p> <p>As per location on page 12 of the booklet – <i>'The usual place of work for this role and any role arising from any panel established under this competition will be MARA, Menapia House, Drinagh Business Park, Co. Wexford, Y35 RF29. Subject to business needs, MARA may offer members of any panel established under this competition roles based at other locations in Ireland. MARA reserves the right, at its discretion, to change this location to any other place within Ireland'</i>. If this is the case, the candidate will be expected to work in the MARA offices, Wexford at least 1 day per month.</p>
Closing Date:	1:00pm Monday 25 th August 2025
Starting Salary:	Engineer Grade II Scale
Working Hours:	35 hours (NET per week)
Panel:	Successful candidates will be placed on a panel from which appointments will be made. Vacancies will be offered to candidates based on the order of merit from the interview process. Any panel formed as part of this campaign, will expire 18 months from its establishment.

About MARA

The Maritime Area Regulatory Authority (MARA) is a new independent body responsible for the sustainable management of Ireland's diverse and unique maritime area, brought about by the enactment of the Maritime Area Planning Act 2021 (MAP Act). 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.

The system and structures set out in the MAP Act are key legal enablers of development and the protection of the environment and cultural heritage in the maritime area for the future generations, including the envisaged expansion of the offshore renewable energy sector required to meet Ireland's 2030 climate goals in an integrated and sustainable manner.

MARA Mission, Vision and Values



The Organisational Context

MARA is an independent agency, established by the Maritime Area Planning Act 2021, now under the aegis of the Department of Environment, Climate and Communications (DECC). MARA has an 11-member Board who are appointed by the Minister.

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

- Processing applications for maritime area consents (MACs) for the maritime area;
- Processing application for maritime usage licences for specified scheduled activities;
- Compliance and enforcement of MACs, licences, foreshore authorisations and offshore development consents;
- Administration of the extant MHLGH Foreshore consent portfolio; and
- Fostering and promoting co-operation between regulators of the maritime area.

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.

Strategic Objectives 2024 - 2027

MARA has completed its first Statement of Strategy with the following Strategic objectives for 2024 – 2027 which include:

STRATEGIC PRIORITY	Establish solid foundations for delivery - this includes building an infrastructure to assess applications, issue timely robust decisions and deliver effective governance.	Build capacity and knowledge - this includes growing our team, building capacity within the organisation, enhancing our knowledge, insight and innovation, and embedding our structures.	Regulate effectively and impartially - this includes managing authorisations, monitoring compliance with legislation and driving regulation through risk-based compliance and enforcement.	Drive cooperation and empower action - this includes being a leading voice for the protection of Ireland's maritime are proactively informing policy, legislation, and better choices for the environment to overcome sea blindness and foster ocean literacy.
	INDICATOR OF SUCCESS	INDICATOR OF SUCCESS	INDICATOR OF SUCCESS	INDICATOR OF SUCCESS
	MARA is a well-governed regulator, operating a streamlined maritime authorisations process that builds trust and confidence, and can withstand scrutiny.	MARA is appropriately resourced with the necessary capabilities, knowledge and skills to fulfill out responsibilities with the capacity necessary to work innovatively and promote personal development.	MARA is trusted and respected for our transparent and fair decision-making and its risk based compliance and enforcement regime, which in turn supports a culture of compliance in the communities that we serve.	MARA is a recognised thought leader in the maritime area, whose evidence is relied upon in the development of maritime policy and legislation, and whose insights inform the identification of future developments in the maritime are requiring regulation.

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.

To realise its ambition, MARA has recruited and continues to seek motivated, dynamic and passionate people to join its team. This is an unrivalled opportunity to join a new agency at the early stages of its journey and to be at the forefront of managing Ireland's extensive maritime resource.

The Role

The successful candidate(s) will fill the role of Marine Planning Advisor (Eng. Grade II). A panel will be formed from this recruitment campaign from which future Marine Planning Advisor (Eng. Grade II) vacancies may be filled.

The vacancy will be filled in the Assessment, Research and Data Unit, MARA, Wexford. The assignments and area of work may subsequently change in accordance with the developing organisational requirements for MARA. The Marine Planning Advisor will perform an essential role in the delivery of statutory functions of MARA. The successful candidate will report to the Senior Marine Advisor and will be responsible for technical analysis and input into the delivery of MARA's functions including providing planning advisory and consultations on behalf of MARA as prescribed body and consultee on marine planning applications and development plan reviews.

The role of the Assessment, Research and Data Unit is to provide professional planning, environmental, engineering and other technical assessments, advice and recommendations within the organisations in respect of MARAs, consenting, monitoring, prescribed body, compliance and enforcement functions. It also involves leading the development of MARA's research and data integration functions.

Key Duties and Responsibilities

- Providing support and advice on marine spatial planning matters in order to ensure the provision of accurate, effective and timely professional advice in respect of marine planning policy, legislation and guidance.
- Reviewing maritime planning applications and formulating submissions to An Bord Pleanála and Coastal Planning Authorities to fulfil MARA's prescribed body function;
- Promoting the development of best planning practice through the provision of advice and guidance internally within MARA, and with other relevant stakeholders and authorities, in the discharge of their marine planning and development functions, particularly where they relate to, or impact on, the maritime area.
- Working collaboratively with colleagues within MARA and across Government and relevant agencies, as well as the local government sector and other stakeholders on marine planning-related matters, including the land-sea interactions. This includes participation in various collaborative structures with other multi-disciplinary teams and cross-divisional and inter-departmental working groups.
- Preparation of high-quality written reports for internal and external stakeholders.
- Supporting the implementation of the National Marine Planning Framework, National Planning Framework, Marine Planning Policy Statement, Marine Spatial Planning Directive, Water Framework Directive, Marine Strategy Framework Directive and the Climate Action Plan;
- Collaborating with colleagues to develop and maintain a GIS database and maritime planning register for MARA;
- Providing support and advice on planning matters where required in relation to maritime usage licences and maritime area consents;
- Support the work of the Compliance, Enforcement and Regulation Unit to ensure compliance with An Bord Pleanála consents and other planning enforcement functions under the Planning & Development Act, 2000 (as amended), Planning & Development Act 2024 (when enacted) and the Maritime Area Planning Act, 2021 (as amended), relating to the maritime area;
- Preparing guidance documents and/or technical training relating to stakeholders and implementation of the Planning & Development Act, 2000 (as amended) and Maritime Area Planning Act, 2021 (as amended);
- Representing MARA at meetings, conferences, professional networks and other fora both at home and possibly abroad, including European/International aspects of marine planning, with a view to benefitting marine planning practice in Ireland.
- Participating in cross team working groups within MARA;

- When required, represent MARA in legal proceedings.

In addition to the above, other general duties may include:

- Supervising, motivating and developing staff through PMDS
- Contract tendering, evaluation and procurement of external resources
- Preparing high quality reports for internal and external stakeholders
- Proactively maintain and implement health and safety protocols
- Participating in inter-organisational groups to effectively implement national plans and policies

Essential Qualifications and Experience

Each candidate must, on the latest date for receipt of completed application forms –

- Hold a recognised professional qualification in Planning (at least level 8 on the National Framework of Qualifications) or a relevant post graduate planning qualification (level 9 on the National Framework of Qualifications).
- Have at least **five or more years** satisfactory relevant experience in planning post the qualification above.
- Possess a high standard of technical training and expertise.
- Possess a high standard of administrative and management experience.
- Have satisfactory knowledge of public service organisation.
- Have significant experience in a professional planning context.

Skills and Abilities

- Have a track record in delivering results in the context of the wider planning function of a regulatory planning authority/body or other relevant professional role;
- Have a high level of proficiency in professional planning judgements and analysis in balancing relevant factors in supporting robust decision-making processes;
- Demonstrable experience in implementation of planning regulatory oversight;
- Have experience of analysing and considering new and emerging national and/or regulatory policies and guidelines in a planning context with a view to assessing the implications of such developments and responding to same;
- A strong working knowledge and understanding of the relevant national policy, legislative and regulatory requirements, including EU Directive requirements, relevant to the role and functions of local authorities and regional assemblies statutory plan-making functions;
- Knowledge and/or experience in implementing relevant planning and environment legislation, including Planning and Development Act, 2000 (as amended), the Birds and Habitats Directives, Water Framework Directive, Marine Strategy Framework Directive, Environmental Impact Assessment Directive, and the Maritime Area Planning Acts;
- Knowledge of all planning legislation, guidelines, practices, and key relevant European Directives;
- A proven ability to build productive working relationships with internal and external stakeholders;
- Have excellent report writing and strong ICT and oral communication skills;
- Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and employee, and their application in the workplace;
- Ability to meet the travel requirements of the post, which may include site visits at coastal locations, and a willingness to work outside of normal hours as necessary;
- An ability to work positively in a multi- disciplinary team environment with the confidence to participate and contribute;

- Excellent interpersonal, communication and influencing skills;
- Strong written and verbal communication skills with excellent report writing, presentation, editing and analytical skills;
- Strong IT skills including knowledge of relevant applications such as GIS; PowerPoint, Word and Excel;
- Experience in compiling, preparing and presenting reports, presentations, correspondence, etc. this includes an ability to prepare and make presentations;
- An ability to work under pressure and maintain a solution-oriented mind-set in dealing with a wide range of issues;
- Evidence of self-sufficiency, being capable of evaluating proposals and identifying improvements on a proactive basis and adapting readily to change;
- An ability to, work on their own initiative, achieve delivery of competing demands within prescribed timelines and deadlines;
- A capability of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups.

Desirable Qualities

It is desirable that candidates demonstrate through their application form and at interview stage that they have:

- Membership of Irish Planning Institute (IPI)
- Knowledge of current local, regional and government issues, priorities and concerns and the strategic direction of marine spatial planning;
- Understand national, regional, and local government structures in Ireland, particularly as they relate to the planning function;
- Knowledge and understanding of the relevant national policy including the National Marine Planning Framework, National Planning Framework, Climate Action Plan and Designated Marine Area Plan(s);
- Knowledge of planning and related issues relevant to MARA;
- Experience and/or understanding of the processes for preparation and adoption of statutory development plans;
- Demonstrable experience in the assessment of coastal/maritime planning applications;
- Knowledge of activities and developments in the maritime area and their potential conflicts for example offshore renewable energy, fishing, aquaculture, marine leisure activities, shipping and other coastal infrastructure.

Competencies

Applicants should have all the attributes required of an Engineer Grade II and in particular they must demonstrate, by reference to specific examples from their career to-date, that they possess or have the capacity to acquire the qualities, skills and knowledge required for the role of Engineer Grade II as identified in the key competency framework (appendix A).

How to Apply

Eligibility to Compete:

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

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

Applications should be submitted via email and must include:

- A completed application form outlining why you wish to be considered for the post and how your skills and experience meet the requirements for the position
- Only applications fully submitted will be accepted into the campaign.

To apply for this role candidates must submit the relevant, signed and completed application form to MARA@osborne.ie

Closing Date:

Deadline for application: Please note latest receipt for applications is **1:00pm on Monday 25th August 2025**. Incomplete applications, postal applications or CV's will not be accepted. Any applications received after the closing date and time will not be considered.

Applications will not be accepted after the closing date and time. Late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission time of your application. Applicants must ensure they retain a copy of the email submitted to MARA@osborne.ie including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact MARA@osborne.ie to ensure the application has been received.

Selection Process:

The selection process may include:

- Shortlisting of applications
- A competitive interview based on the competency framework
- Presentation
- Completion of all relevant checks as set out below.

A second or final interview may be required, candidates will be informed following completion of the first round of interviews.

Additional selection steps may be included.

A selection board shall be established and shall use the essential requirements as referred to earlier in this candidate information booklet to shortlist candidates. Scoring at the shortlisting stage shall be based on the information contained in the application form. Therefore, it is in your interest to provide a detailed and

accurate account of how your skills, personal qualities, qualifications, and experience meet the requirements of the post. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to progress all candidates to the next stage of the selection, which is the interview process, MARA may decide that a certain number of candidates shall only be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

All relevant information will be issued to candidates at each stage of the selection process.

If MARA is not notified of any issues you experience in advance of or on the day of your interview/assessment, we are not in a position to address these after the fact.

Interview:

It is expected that interviews will be held in person in September 2025 within Wexford. 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.

Equality:

The Maritime Area Regulatory Authority (MARA) is an equal opportunities employer. MARA welcomes applications from all suitably qualified candidates regardless of their gender, marital status, family status, religious belief, race, age, sexual orientation, disability or membership of the Traveller community.

Reasonable Accommodation:

Any candidate requiring any accommodation for interview or other elements of the selection process should notify us at MARA@osborne.ie so that appropriate arrangements can be made. All information disclosed will be kept confidential.

Security Clearance:

You may be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided.

If you have resided / studied in countries outside of the Republic of Ireland for a consecutive period of 12 months or more after the age of 18, it is mandatory for you to furnish a Police Clearance Certificate from those countries. You will need to provide a separate Police Clearance Certificate for each country you have resided in. The clearance must be dated after the date you left the country. It is your responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and deemed satisfactory by MARA.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

Candidates will be responsible for any expense incurred in connection with obtaining any Police Clearance Certificates

Any candidate requiring any accommodation for interview or other elements of the selection process should notify us at MARA@osborne.ie so that appropriate arrangements can be made. All information disclosed will be kept confidential.

Panel:

Following the interview stage, MARA will hold a panel of candidates listed in order of merit. This panel may also be used to fill future temporary posts. Not all those interviewed may be placed on the panel. A panel will be established from which appointments may be made which will expire 18 months from the date of interview 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.

Relevant Checks:

Prior to recommending any candidate for appointment to a position, the HR team complete all relevant checks. 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, MARA may at its discretion, select and recommend another person for appointment and this will be based on the results of this selection process.

MARA is not obliged to appoint any candidate arising from this competition.

Please note that any offer of employment made to a successful candidate may be subject to satisfactory:

- Reference verification,
- Qualification verification,
- Vetting – where applicable

At the reference verification stage, referees sought will include your current employer and your next most recent employer.

Conditions of Service

Salary

The Engineer Grade II salary scale (rates effective from 1 March 2025) is as follows:

(PPC Scale) €73,961, €75,651, €77,337, €79,031, €80,720, €81,169, €82,834, €84,562, €87,376 (LSI 1) €90,198 (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 March 2025.*

Starting pay for new entrants will be at the minimum point of the scale. For those who transfer from the public service, Circular 08/2019 'Revised arrangements applying to starting pay', will apply. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

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.

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6 April 1995 or is newly recruited to the Civil Service and is required to make a personal pension contribution.

Different terms and conditions may apply if immediately before appointment you are a current serving civil/public servant.

Note: Salary for the purposes of calculation of superannuation benefits may differ from the above depending on individual circumstances.

Payment Arrangements

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.

Location

The usual place of work for this role and any role arising from any panel established under this competition will be MARA, Menapia House, Drinagh Business Park, Co. Wexford, Y35 RF29. Subject to business needs, MARA may offer members of any panel established under this competition roles based at other locations in Ireland. MARA reserves the right, at its discretion, to change this location to any other place within Ireland.

Hours of Attendance

Hours of attendance will amount to not less than 35 hours net per week. The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Outside Employment: The position will be full-time, and the appointee shall not engage in private practice or be connected with any outside business which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Annual Leave

The annual leave allowance for the position of Marine Planning Advisor will be 27 days per annum. This will increase to 30 days after 5 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the public sector, is based on a five-day week and is exclusive of the usual public holidays

The Organisation of Working Time Act 1997 (as amended)

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this appointment.

Health:

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

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
- Hybrid 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. Work-sharing, 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.

General Information

Ethics in The Public Office:

The Ethics of Public Office Act 1995 and the Standards in Public Office Act 2001 applies to this post.

Expenses:

MARA will not be responsible for any expense, including travelling expenses, candidates may incur in connection with this competition.

Canvassing:

Canvassing is prohibited and will result in disqualification from the competition.

Impersonation:

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.

Use of Recording Equipment:

MARA does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. in person interviews, video

interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition.

Cancelling Competition:

MARA may at its discretion cancel this competition due to a change in business needs. Should this occur after the competition closing date applicants will be notified in writing.

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 published by the Commission for Public Service Appointments. The Codes can be accessed at www.cpsa.ie.

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.

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.

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.

Data Protection – Recruitment Process:

Personal data is collected and processed as part of the recruitment process. This section sets out the information under the following headings:

- Personal data collected.
- Lawful basis for processing personal data.
- How your information may be shared.
- How long your information may be stored.
- Your data protection rights.

Personal Data Collection:

MARA collects personal data from prospective candidates as part of the recruitment process. In meeting its data protection obligations, MARA is committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines 'personal data' as meaning any information relating to an identified or identifiable living individual. It defines categories of 'personal data' as being name, address, date of birth, etc. The GDPR also sets out 'special categories of personal data' for more sensitive information that include, for example, health data.

MARA conducts a competency based recruitment process. Each candidate is asked to submit an application form. This recruitment process will include checking of references. Depending on the role applied for, it may also include Garda vetting.

Lawful Basis for Processing Personal Data Consent:

MARA processes personal data provided by you in your application form during the recruitment process on the lawful basis of 'consent'. Your consent is required in order to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process.

Contractual:

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

Legal Obligation:

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) is processed on the basis that it is required for MARA's compliance with legislation (e.g., employment legislation). MARA provides its employees with a Privacy Statement in relation to its use of employee information.

How Your Information May Be Shared:

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

How Long Your Information May Be Stored:

MARA has a Data Retention Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

Unsuccessful Candidates:

For those individuals who have been unsuccessful in the recruitment process, all information provided to the MARA will be retained by the MARA for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Successful Candidates:

For those individuals who have been successful in the recruitment process, all information provided to MARA will be placed on your employee file. It will be retained during the course of your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Your Data Protection Right:

You have rights in relation to personal data collected, processed and stored by MARA. Further information is available on our website under the heading 'Data Protection and Access Requests'.

This section outlines what your data protection rights are and how to make a Data Subject Access Request to MARA. If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer at MARA. The contact details are as follows:

MARA DPO Contact Details:

Email: dataprotection@mara.gov.ie

Post: 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 A – Key Competency Framework – Engineer Grade II

Effective Performance Indicators

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 & 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
	Instills 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 Service 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