



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Candidate Information Booklet

Assistant Agricultural Inspector – Molecular Biology in the Civil Service

Locations: Kildare

Department: Department of Agriculture, Food & the Marine

Closing Date: 04th August 2026 @ 12.00 noon

Email competitions@agriculture.gov.ie

WEBSITE <https://www.gov.ie/en/department-of-agriculture-food-and-the-marine/organisation-information/dafm-upcoming-competitions/>

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1. ABOUT THE CIVIL SERVICE

The Civil Service is at the heart of Irish society. Everything we do impacts our country and our people. We are a robust and trusted institution, which has served the people of Ireland since the foundation of the State. Civil servants and Civil Service organisations play a crucial role in providing and supporting the delivery of necessary front-line services to help meet the needs of our people and implement government policy. Our experience dealing with national and international issues has shown the tremendous commitment, resilience and ability of the Civil Service to respond with innovation and determination to any challenge.



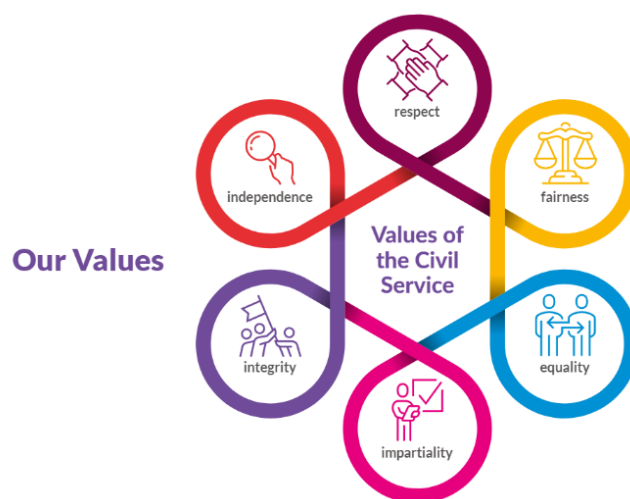
Climate change and sustainability, geopolitical and demographic changes, housing and healthcare add complexity to the environment in which the Civil Service operates. We therefore need agile and resilient staff to support the Government in managing the breadth of complex issues and in preparing for the future.

While the challenges which face the Civil Service today are different to those faced at the foundation of the State, our core values remain the same.

The Irish Civil Service employs people in over 40 Government Departments and Offices with a diverse set of responsibilities. We support the Government by developing policy options and legislation to address major national issues, co-ordinating the broader public service, helping to manage the economy and delivering services to the public.

[Civil Service Renewal 2030](#) is an ambitious 10-year strategy of reform for the Civil Service. Aligned to it, [Better Public Services](#), the Public Service Transformation Strategy, aims to deliver for the public and build trust. The Civil Service Renewal Strategy deliver a diverse and high performing Civil Service that is more inclusive, engaged and agile. By implementing these plans and demonstrating an enduring commitment to public service values, the Civil Service can create a more diverse yet unified, professional, responsive, open and accountable organisation that inspires confidence in Ireland and internationally.

The Civil Service can offer suitable candidates a very satisfying and varied career, with competitive terms and conditions. All civil service employers are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and empowered to be themselves at work.



2. ABOUT THE DEPARTMENT

Agriculture is Ireland's oldest and largest industry and in recent years has been transformed into a driver of our national economy and a world leader in the production of high-quality foods using sustainable and environmentally sensitive farming methods. While agriculture retains its roots in local communities, it has developed a global network where we provide safe and high-quality food to consumers in at least 175 countries around the world. The Department of Agriculture, Food and the Marine (DAFM) is at the forefront of these exciting developments as it implements its mission to 'to lead, enable and regulate the sector in a way that optimises its contribution to social, economic, and environmental sustainability, ensuring food safety, public health and animal health and welfare'.

The agri-food sector encompasses all primary agriculture, forestry and the food processing industry, including seafood. Our marine remit relates to fisheries, aquaculture, fishery harbours, marine research, engineering and leisure.

The Department's strategic goals include:

- to promote and safeguard public, animal and plant health and animal welfare for the benefit of consumers producers and wider society
- provide income and market supports to underpin the rural economy and the environment
- provide the optimum policy framework for the sustainable development of the agri-food sector
- deliver a sustainable, growth driven sector focused on competitiveness and innovation driven by a skilled workforce delivering value added products in line with market demands
- maintain and develop strategic, operational, regulatory and technical capacity to achieve operational excellence

3. ABOUT THE ROLE

The molecular biologist will be part of the Plant Science team working within the disciplines of bacteriology, mycology, nematology, entomology, virology, pest risk assessment, seed testing, feeding stuff testing, and honey bee health. They will be responsible for developing and implementing plant health diagnostics, including statutory testing, research and provision of expert advice, in collaboration with the wider Plant Science Division. They will work closely with control and policy-orientated Divisions in achieving the strategic objectives of the DAFM in this area as well as outreach to external stakeholders.

Principal Tasks of Assistant Agricultural Inspector – Molecular Biologist

Depending on the work assigned, and working as part of a team, one or a combination of the following tasks may be allocated to the successful candidate:

- Developing methods and implementing testing and analysis on a wide range of plant material for the identification of regulated plant pests and pathogens
- Maintaining and developing expertise in one or more of the work areas (entomology, mycology, virology, taxonomy) through research collaboration nationally and internationally
- Providing expertise and inputting into strategic and policy decisions in the area of Plant Science
- Engagement with the EURL and manage National Reference Laboratory functions pertaining to plant health disciplines (e.g. mycology, virology, entomology), which include undertaking of Interlaboratory Studies, engage with the EURL and the NRL network, assist official laboratory (e.g. provide advice and training, auditing), assist the competent authority in the diagnosis of outbreaks of pests of plants
- Leadership, management and training of staff
- Establishment and maintenance of ISO17025:2017 accreditation within the Laboratory
- Representing DAFM at national and international expert fora.

Please note that the above list is made available as a guide only and is not intended to represent a comprehensive list of duties associated with the role.

Competencies

Applicants should have all the attributes required of an **Assistant Agricultural Inspector – Molecular Biology** 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 **AAI – Molecular Biology** as identified in the following competency framework.

1. Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

2. Analysis & Decision Making

- Gathers and analyses information from relevant sources, weighing up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

3. Teamwork, Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing own role
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Acts as an effective link between staff and senior management
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing

4. Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

5. Drive and commitment to public service values

- Consistently strives to perform at a high level
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
- Is personally trustworthy and can be relied upon
- Places the citizen at the heart of all process and systems
- Upholds the highest standards of honesty, ethics and integrity

4. LOCATION

The Department seeks to employ 3 **Assistant Agricultural Inspectors – Molecular Biology**. The posts will be located at Backweston Agrilabs, Celbridge, Co. Kildare. The posts are laboratory based. Work may occasionally involve travel to various parts of the country on official duties and some foreign travel may be required. Approved travel is paid for at the appropriate standard official rates.

Following an assessment process, candidates who achieve the qualifying standard will be placed on an Order of Merit from which appointments will be made. As a vacancy arises it will be offered to the highest ranked candidate and, if refused, to the remaining candidates in sequence until the post is filled. While it is anticipated only 3 appointments will be made as a result of this competition, the Order of Merit will remain in place for a period of up to two years from the date of the first appointment, or until exhausted, and will be used to fill further vacancies, if any, that may arise during that period.

Candidates who refuse an offer of appointment to a specific location will retain their placing on the panel but forfeit their right to be offered any further appointment to that location.

Temporary Vacancies

In the event that temporary vacancies for this post arise during the lifetime of the Order of Merit, the Department reserves the right to offer such temporary posts on the basis of the results of this competition. Candidates who accept such a temporary post retain their placing on the Order of Merit and the acceptance of such a temporary appointment in no way interferes with the normal process of appointing candidates to permanent posts that may arise.

5. WHO WE ARE LOOKING FOR

Candidates must, on or before, the **18th September 2026**:

Hold a primary degree qualification at Level 8 on the National Framework of Qualifications (NFQ) in a life science pertinent to the role that is acceptable to DAFM, with

either:

(i) A minimum 2.2 Honours result (i.e. Grade Point Average equivalent to or greater than 2.48 out of 4.20 in their level 8 degree),

or

(ii) an additional and higher qualification (Masters or PhD) within the discipline of molecular biology, that is acceptable to the Department.

Important to Note: Candidates must have their qualification (as detailed above) on or before the **18th September 2026**. Vacancies that arise before this date will be offered first to candidates that hold qualifications* on the date of offer. Candidates must provide evidence of their Official Award from the associated Awarding Body upon request.

***For the purposes of this competition, a candidate is deemed as holding a qualification when in receipt of their Official Award from the associated Awarding Body. Academic results transcripts**

do not constitute an Official Award. DAFM does reserve the right to seek submission of full academic transcripts should any queries arise relating to educational requirements.

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Desirable:

- Post-graduate research and/or work experience in a diagnostic laboratory detecting pests or pathogens in a wide range of sample types – relevant experience gained while working for a post graduate qualification, or while undertaking post-doctoral research, may count towards this requirement.
- Expertise in a wide range of molecular biology techniques such as nucleic acids extraction, PCR and molecular sequence analyses.
- Experience in the development and/or validation of diagnostic methods
- Experience in the use of high throughput sequencing applied to plants or plant pests.
- Experience of working in an accredited laboratory

PLEASE NOTE

Qualifications/eligibility may not be verified until the final stage of the process. Therefore, those candidates who have not met the specified eligibility requirements, on or by the dates as specified, and proceed with their application are putting themselves through unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

The onus is on the candidate to ensure they fulfil the eligibility requirements as set out. DAFM reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who are unable to demonstrate that they hold/will hold the required qualification(s) by the deadline specified may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Candidates who are placed on a panel (order of merit) and come under consideration for a position will be required to provide documentary evidence of their eligibility, including qualifications. Please be aware a transcript of results may be required; therefore, the onus is on candidates to have this information available if requested by DAFM.

6. WHAT WE OFFER

The Principal Terms and Conditions of Service for this competition can be found [HERE](#). The main points are summarised as follows:

- A permanent position following an initial probationary contract in the Civil Service.
- A competitive salary.

Salary as of 1st June 2026 - Personal Pension Contribution¹ (PPC)

Personal Pension Contribution (PPC) Pay Rate:

€42,921	€45,989	€47,001	€50,411	€53,886	€57,526	€59,819	€62,132	€64,457
€66,776	€69,097	€71,419	€73,732	€76,064(NMAX)	€78,644(LSI1)	€81,218(LSI2)		

- **Annual Leave:** The annual leave allowance will be 25 days per annum, rising to 29 days after 5 years' service and rising to 30 days after 10 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.
- **Hours of Attendance:** 41 hours and 15 minutes gross per week.

Individuals who are new to the Civil Service are required to pay into the Personal Pension Contribution scheme.

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

Important Note

Entry will be at the minimum of the pay scale, and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

All offers are for immediate appointment.

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

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 bank account number and bank sort code has been supplied to the Department of Agriculture, Food and the Marine. Statutory deductions from salary will be made as appropriate.

An officer appointed to the post of Assistant Agricultural Inspector – Molecular Biology 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.

¹ 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).

In applying for this competition, you accept that, if offered a post, you will be able to commence duties within a reasonable timeframe. Start dates are determined by business needs, and appointees will be expected to take up duty within this period once an offer is made. Requests for deferral will only be considered in exceptional circumstances and remain entirely at the discretion of the Department. As an Employer of Choice, the Civil Service is committed to supporting a flexible and family-friendly working environment. We offer a range of elective policies - please see Appendix. These policies can be applied for in line with the relevant statutory provisions and are subject to the business needs of the organisation.

In addition, the Civil Service operates a Mobility Scheme for all general service grades. This initiative provides staff with valuable career development opportunities, enabling them to gain experience in diverse roles across various Civil Service organisations and geographical locations.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of twelve months from the date specified on the contract. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you –

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (iii) Are suitable from the point of view of health with particular regard to Sick Leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to Section 5A(2) Civil Service Regulation Acts 1956–2005. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Department/Office and you will be given a copy of the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation, and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

7. THINGS YOU NEED TO KNOW

7.1 Eligibility

To be eligible, you will need to meet **certain requirements** by the date of the position offer:

You must be:

- (a) A citizen of the European Economic Area (EEA). 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 has a Stamp 4* or a Stamp 5 permission.

** Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.*

Fulfil Health & Character, Garda Vetting and Security Clearance and Reference Check requirements and meet the criteria regarding Public and Civil Service Redundancy/Ill Health Retirement Schemes ([CLICK HERE](#) for further information)

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

IRISH PROFICIENCY

As part of our ongoing commitment to support the Irish language, our leadership on the Gaeilge365 programme and to comply with the Official Languages (Amendment) Act 2021, we are gathering information on candidates' capacity to speak Irish.

Under this legislation, public bodies are required to ensure that 20% of new recruits can perform their duties through Irish by 2030. While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability.

This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.

7.2 Selection Process

7.2.1 How to Apply

Application forms may be downloaded from: [Upcoming Competitions in the Department](#)

All sections of the application form must be fully completed in Word document format and submitted by way of Email, along with evidence of qualification to Competitions@agriculture.gov.ie with the subject heading '**Assistant Agricultural Inspector - Molecular Biology**'.

Closing Date

Your application must be submitted no later than **12 noon on Tuesday 4th August, 2026** by way of email to Competitions@agriculture.gov.ie.

All queries relating to this recruitment campaign should be directed to Competitions@agriculture.gov.ie with the subject heading '**Assistant Agricultural Inspector - Molecular Biology**'.

Applications will not be accepted after this date.

Important Note: Documentary evidence of how you meet the essential qualification **must** be submitted with your application, failure to do so may result in your application deemed invalid.

Application acknowledgements:

All applications received will be acknowledged within 5 working days of the competition closing date. If you do not receive an acknowledgement within the 5 working days, please contact Competitions@agriculture.gov.ie or telephone 05786-80471.

7.2.2 Selection Process

The methods used to select candidates for this post may include some or all of the following:

- completion of online Assessment Questionnaire(s)
- online and/or paper-based assessment test(s)
- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview (either in person or by way of video)
- presentation or other exercises
- a final competitive interview (either in person or by way of video) which may include a presentation and/or additional assessment exercise(s)
- any other tests or exercises that may be deemed appropriate

Communication

Candidates should note that all communications relating to this competition from Competitions & Recruitment Section, including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address is provided on the application form and should check that email address on a regular basis.

Candidates should make themselves available on the date(s) specified by the Department of Agriculture, Food and the Marine and ensure that the contact details specified on the application form are correct.

NOTE: Candidates should note that where a shortlisting exercise based on the information supplied in the application form is applied, a board will examine application forms and assess them against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is therefore in candidates' interest to provide a detailed and accurate account of their experiences relevant to this post in the application form.

7.2.3 Code of Practice

The selection and appointment process for this competition will be conducted in accordance with the Code of Practice on Appointment to Positions in the Civil Service and Public Service published by the Commission for Public Service Appointments. The Code of Practice reflects the following core principles:

- Probity
- Appointments made on merit
- An appointments process in line with best practice
- A fair appointments process applied with consistency
- Appointments made in an open, accountable, and transparent manner

Applicants are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on applicants who participate in the recruitment and selection process.

Any complaints/requests for review will be considered in accordance with the procedures as set out in the Code of Practice. The Code of Practice may be accessed here [CPSA - Code of Practice](#).

Requests for Review

Requests for informal review should be submitted to competitions@agriculture.gov.ie. In the event that a formal process is invoked, the candidates should determine which procedure is appropriate to their circumstances, i.e. Section 7 or Section 8. The candidate must submit their request in writing to the Office Holder, i.e. the Secretary General, Department of Agriculture, Food and the Marine at email address CompetitionReviews@agriculture.gov.ie, clearly setting out the grounds for review and specifying the relevant Section of the Code. A request for a review may be refused if the candidate cannot support their request, and within the time allowed.

Candidates' Obligations

- Candidates should note that canvassing will disqualify and will result in their exclusion from the process.
- Candidates must not:
 - (i) knowingly or recklessly provide false information
 - (ii) canvass any person with or without inducements
 - (iii) 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 they have not been appointed to a post, they will be disqualified as a candidate; and where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

Specific candidate criteria

- Candidates must:
 - (i) have the knowledge and ability to discharge the duties of the post concerned
 - (ii) be suitable on the grounds of character
 - (iii) 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
 - a) 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
 - b) are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

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

There is no obligation on DAFM to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, DAFM will intervene in cases where it finds an error is likely to have occurred.

7.3 Working for the Civil Service

The [Civil Service Code of Standards and Behaviour](#) sets out the standards of behaviour expected of Civil Servants. If successful in this competition you must behave according to the code's principles and live by its values.

The Civil Service embraces diversity and is an equal-opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunities and feel comfortable being themselves.

Benefits of choosing a career in the Department of Agriculture, Food & the Marine (DAFM)

There are many benefits for choosing a career in DAFM, including:

- **Making a Difference:** Your work will directly impact public health, the well-being of animals and the wider agricultural sector, incorporating fisheries, forestry and the marine, contributing to the betterment of society.

- **Continuous Learning:** You will have excellent opportunities to expand your knowledge and expertise. The Department is committed to the ongoing training and development of our staff and offers training courses and educational opportunities to all staff, with the added benefit of funding of academic fees.
- **Career Progression:** The Department of Agriculture, Food, and the Marine offers excellent career growth opportunities, empowering you to advance your career.
- **Family friendly working environment:** Added benefits include flexible working arrangements, shorter working year options and career breaks.
- **Permanent and pensionable employment.**

The Department of Agriculture, Food and the Marine will run this competition in compliance with the [Code of Practice for Appointment to Positions in the Civil Service and Public Service](#), prepared by the Commission for Public Service Appointments (CPSA).

7.4 Data Protection Policy

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Department of Agriculture, Food and the Marine, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition. By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by DAFM's Competitions & Recruitment section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). The data submitted will not be used for any other purpose and will be retained in accordance with the Department's retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts 1988-2018 and the General Data Protection Regulation 2016/679 (GDPR). Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

In line with the Data Protection Acts 1988-2018 and the General Data Protection Regulation 2016/679, you maintain, among others, the following rights in this regard:

- To receive a copy of the personal data that we hold about you;
- To request that any inaccurate data that is held about you is corrected or, if we have incomplete information, you may request that we update the information such that it is complete;
- To request, in certain circumstances, that we erase your personal data;
- To restrict processing;
- To have your personal information sent directly to yourself or to another organisation;

A comprehensive Data Protection Notice for Competitions & Recruitment is available on the Department's website at:

<https://www.gov.ie/en/organisation-information/ef9f6-data-protection/>

Internal candidates can access the document on the Competitions and Recruitment Home Page on Ezone.

7.5 Accessibility, Disability and Reasonable Accommodation for the Selection Process

We are committed to promoting equality of opportunity and to ensuring that our recruitment processes are accessible and inclusive for all candidates.

If you have a disability or if you think you may require a reasonable accommodation at any stage of the selection process, we strongly encourage you to make this known at the earliest opportunity so we can ensure you get the support you need. Such accommodations may include adjustments to the format or delivery of assessments, additional time, or other tailored supports.

All requests for reasonable accommodations will be considered on a case-by-case basis, having regard to the individual circumstances, in line with best practice and current legislation. Having a disability or requiring adjustments will not impact your progress in the selection process, and you will not be disadvantaged by disclosing your disability or requirements. All information provided in this context will be treated as strictly confidential.

Candidates who wish to discuss or request a reasonable accommodation should:

- Indicate this on their application form, or
- Contact the recruitment team at competitions@agriculture.gov.ie as early as possible.

Candidates should provide sufficient detail regarding the nature of the accommodation required to assist in making appropriate arrangements. Where necessary, we may seek supporting medical or professional documentation to facilitate the assessment of the request.

We are committed to engaging with candidates to ensure, insofar as practicable, that appropriate supports are put in place to enable equitable participation in the recruitment process for all candidates.

Appendix A: Flexible and Family Friendly Policies²

List of available Family Friendly policies:

- [Blended Working](#)
- [Shorter Working Year](#)
- [Career Break](#)
- [Work-Sharing](#)
- [Enhanced Parental Leave](#)
- [Adoption Leave](#)
- [Special Leaves](#)
- [Paid Sick Leave](#)
- [Flexitime](#).

All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Learning and Development

We are committed to supporting you to develop and grow in your career, providing:

- Training and further continuous education, including Study Leave
- Leadership Development Programme
- Mobility: This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.
- [Refund of Fees](#)

[Civil Service Employee Assistance Service](#) (CSEAS) provides a wide range of free and confidential supports to staff designed to assist employees to manage work and life difficulties which, if left unattended, could adversely affect work performance and/or attendance and quality of life.

[Schemes](#)

- [Cycle to Work Scheme](#)
- [VDU Eye Test Scheme](#)
- [Travel Pass Scheme](#)

² Subject to Business Needs of Department/Office