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NATIONAL CONCERT HALL

CANDIDATE INFORMATION BOOKLET:
RECRUITMENT OF ASSISTANT MUSIC
LIBRARIAN

APRIL 2025



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A Message from our CEO



Welcome to everyone who has an interest in joining us at the National Concert Hall. As Ireland's National Cultural Institution for music, our journey began in 1981 when the National Concert Hall was opened. Throughout those years we have undergone a number of transformations, continuing to build, diversify and broaden our offering and remit, and most recently becoming the permanent and proud home of our National Symphony Orchestra. If you are successful

through this process, you will be joining us in continuing on this journey, driving the story of music in Ireland forward, and engaging with new and ever more diverse audiences.

We are an organisation full of passionate, ambitious and exceptional people who love all things music and what we collectively strive to be: *an inspiring, world-class music organisation, accessible to all, enriching people's lives and the cultural landscape of Ireland.*

That is a bold and ambitious aim, one that is guided by and dependent upon the excellence of the people who work here. The culture of our organisation is founded on four important values - **Respect, Integrity, Collaboration** and **Excellence**. These values, chosen collectively by everyone who works here, fuel our commitment to deliver for our audiences and achieve our customer promise. They give us the confidence to meet the high expectations that our audience has whenever and however they interact with us. Equally, as a publicly funded arts institution, excellence in public service is always front and foremost in our ambition.

Music captivates us all - it creates emotion and magic all at once. We know how special that can be and we welcome interest from anyone who believes they can contribute to creating that magic as part of the wider team at the National Concert Hall.

Good luck!

Yours,

A handwritten signature in black ink, appearing to read 'R. Read'.

Robert Read, CEO

The National Concert Hall

The National Concert Hall (NCH) is Ireland's national cultural institution for music, proudly serving the Irish public since it opened in 1981 through live music performances, significant educational and cultural programmes.

The NCH is proud home to our National Symphony Orchestra and Chorus, as well as providing residence for a range of other music organisations including Chamber Choir Ireland, Irish Baroque Orchestra, Music Network, Crash Ensemble and Music Generation. We host in excess of 1,000 events each year providing world-class music and entertainment for all ages, enriching people's lives through music and the magic of live performance.

Earlsfort Terrace in Dublin city centre is a site steeped in history going back to 1865, when it hosted the Great Exhibition. After becoming the Royal University in 1890 (later University College Dublin in 1914), it was the stage for significant events surrounding the War of Independence, including the Dáil Éireann debates on ratification of the Anglo-Irish Treaty in 1922, which took place in the College Council Chamber, now the Kevin Barry Recital Room.

In 1981, the long-standing dream of Irish music lovers was realised when President Hillery officially opened An Ceoláras Náisiúnta. It remains one of the nation's finest cultural assets occupying a historic landmark building in the centre of Dublin.

Redevelopment of the National Concert Hall

A major priority for the NCH is the redevelopment of our home on Earlsfort Terrace, with the aim to create a globally recognised music campus for Ireland. This ambitious project will transform under-utilised areas of Earlsfort Terrace into additional performance and rehearsal spaces, creating a vibrant campus for music performance, participation and learning, while bringing the building up to 21st century standards in terms sustainability and accessibility.

The project, planned for 2026 – 2029, will see a complete refurbishment and extension to the main auditorium. The underutilised sections of the NCH campus will be transformed into additional performance and dedicated rehearsal spaces. A new vibrant hub for learning, participation and music education will be built alongside a new civic space within the NCH campus. These works will provide state of the art performance spaces and facilities for our National Symphony Orchestra and Chorus and many other ensembles and artists on site.

The reimaged NCH will be a world-class music campus for domestic and global audiences, and an inspirational home for future generations of musicians and music-lovers on this island. The new NCH will be versatile, accessible, and technologically superb. It will be the beating heart of music and music education in Ireland, elevating the profound experience of live music.

Our vision is for this historic site in the centre of Dublin to become a great European campus for music performance and learning, for artistic discovery and musical innovation across multiple genres. The new space will host over 2,000 music events and welcome 500,000 visitors every year. It will build a legacy for the future that will make every citizen proud.

The National Symphony Orchestra

The National Symphony Orchestra (NSO) is a keystone of Ireland's cultural and musical heritage. We are a leading force in Irish musical life through year-long programmes of live music which range from symphonic, choral and operatic to music from stage and screen, popular and traditional music as well as new commissions. The Orchestra can consistently

be experienced through our broadcasts on RTÉ and internationally through the European Broadcasting Union.

The NSO is in an exciting phase of growth, development, and change. In 2022, the Orchestra transferred from RTÉ and is now under the remit of the National Concert Hall. We are proud to commission new works and promote and support Irish music as a cornerstone of our repertoire. Our innovative educational projects and development schemes for young musicians have expanded since the transfer to the NCH. The move has enabled the Orchestra to work with the NCH Learning and Participation team in delivering education projects, family concerts and community work. Founded in 1948 as the Raidió Éireann Symphony Orchestra, the National Symphony Orchestra was formerly known as the RTÉ National Symphony Orchestra.

The NSO works closely with the National Symphony Chorus. Founded as the RTÉ Philharmonic Choir in 1985, the Chorus has gone from strength to strength, firmly establishing itself as Ireland's leading symphonic choral ensemble with a highly impressive repertoire. Following the transfer from RTÉ in January 2022, the Chorus, directed by David Young, is part of the National Concert Hall's family of choirs, with Cór Linn youth choir and Cór na nÓg children's choir. The Chorus prepares, performs and broadcasts at least six large-scale Orchestral choral works each season alongside the NSO, with internationally acclaimed conductors and soloists, in recordings and stand-alone concerts.

Our Mission, Vision and Values

MISSION

We champion musical excellence, presenting the best national and international music. We are the home of the National Symphony Orchestra and Chorus and classical music in Ireland. We foster diversity and inclusion, develop new work and ways of presenting, promote lifelong learning and engagement, and reach out to audiences across the country.

VISION

To be an inspiring, world class music organisation, accessible to all, enriching lives and the cultural landscape of Ireland.

VALUES

- **Respect** – we show respect and kindness towards each other
- **Integrity** – we always act with integrity
- **Collaboration** – we succeed through collaboration
- **Excellence** – we strive for excellence in everything we do

Equality, Diversity & Inclusion

The NCH strives to be an organisation where every individual is respected and valued, creating an environment where all our employees are supported and encouraged to achieve their full potential. We want to attract talent from the broadest range of people possible, as the more diverse our workforce, the better we can represent and reflect the people of Ireland. We are committed to making the NCH a place where people from all backgrounds feel welcome and can benefit from the enrichment that music brings to our lives.

At NCH we are proud to be an inclusive, equal opportunity workplace. We are committed to equal employment opportunities regardless of Gender, Civil Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race, Membership of the Traveller Community or any other characteristic protected by the Equality Acts.

We are committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, or have any questions regarding building access, please contact us on (01) 417 0077.

Our Employee Benefits

We are pleased to be able to offer several benefits to our employees, which are outlined below.

Government Funded Organisation

In recognition of the importance of music in Ireland, the NCH is a publicly funded organisation, meaning that the people who work here are public sector employees. Public sector employment offers a host of benefits including job security, salary increments, membership of the public sector pension scheme, generous policies related to work-life balance and wellbeing and the opportunity to contribute to Irish culture.

Pensions

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the National Concert Hall at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

Wellbeing

We value our employees' wellbeing and want to make sure it is cared for. From social events and book club meetings to weekly yoga classes in the Concert Hall to help find your zen, we aim to ensure there is a good mix of resources and outlets for teams to build strong working relationships in a safe and caring environment. The SCENE team has a focus on wellbeing for all staff, and organises fun treats for employees, an annual exercise challenge to keep you moving and to raise money for charity, as well as plenty of other activities throughout the year.

Family Friendly Policies

Recognising the importance of maintaining a healthy balance between professional and personal commitments, we have implemented policies to support employees work life balance allowing you to fit in the school run or complete your daily exercise before the workday has begun.

Our Flexible Working policy has core hours of attendance between 10am – 4pm Monday – Friday, with flexibility to start from 8am and finish up to 6pm. A Blended Working policy is also available, with the option of working remotely up to 2 days per week. The Flexible Working and Blended Working policies are available to employees subject to individual role requirements.

We understand that life isn't all about work and that you'll have various responsibilities to juggle as you go through life. Our Maternity, Paternity, Adoption Leave, Parental Leave, and Flexible Working policies, help to facilitate a healthy balance between work and life commitments while enhancing wellbeing and ultimately reducing absences and stress.

Induction

All employees will receive a comprehensive induction upon joining which will ensure a smooth integration into the work environment, promoting a positive start to their employment. This will include information and guidance on living and working in Dublin if the employee is new to Dublin.

Commuting Options

The NCH is easily accessible by Luas, bus and train and has bike and car parking facilities on site. We also offer Bike to Work and Tax Saver Commuter Ticket schemes which can be paid through salary deductions.

The Position

Title of position:	Assistant Music Librarian
Tenure:	Full time, permanent position
Employing Authority:	National Concert Hall
Location:	Earlsfort Terrace, Saint Kevin's, Dublin, D02 N527
Organisation website:	www.nch.ie

Role summary

The Assistant Music Librarian is responsible for the NSO music library, archive and information functions expected for a performance and broadcasting orchestra. To help develop and maintain the music library of printed music, the catalogue and other associated data.

The Role

Key responsibilities

The role of Assistant Music Librarian will be responsible for, but not limited to, the following:

- Provide a first-class Music Librarian service and ensure excellent relations with musicians, production departments and other users of the orchestra.
- Ensure the orchestra has the required performance materials for all activity.
- To act as a main point of contact to the NCH Music Library, deputising for the Music Librarian as required.
- To coordinate the movement of music between all locations that the orchestra is operating.
- To ensure that any issues regarding supply of materials to artists and musicians are dealt with and communicated to the Head of Orchestra and Chorus, Orchestra Manager and Concerts & Planning Coordinator as necessary.
- To provide backstage support and management at sessions as agreed with Orchestra Manager and on occasion be the representative of the management team.
- To provide information and answer queries from orchestral members, freelance musicians, management and artists.
- To assist the Music Librarian in maintaining the retention sets that we hold.
- Make full use of computer-based systems within NCH as a means of accomplishing the demands of the post.
- To assist the Orchestra Manager in orchestral administrative tasks when required such as tour preparation.
- Undertake any such other duties as agreed with the Head of Orchestra and Chorus, Orchestra Manager or Music Librarian.
- To be part of a dynamic Orchestra Team - and help where required particularly when busy.
- To undertake domestic and overseas tours when required by the Head of Orchestra and Chorus.

The above is a general guide to the role and is not an exhaustive description of the duties which are or will be associated with the role. As the role is an evolving one, additional responsibilities and tasks may be assigned to the to the jobholder over time.

The Person

Essential Requirements

The successful candidate should be able to demonstrate the below:

- At least 1 year experience working in a music library.
- A wide general knowledge of music and musicians, and knowledge of the repertoire of the National Symphony Orchestra.
- An understanding of the major European musical languages.
- Experience in the delivery and running of concerts.
- The ability to hand-copy orchestral parts and use computer-based music notation systems as necessary.
- The ability to apply high professional standards under pressure and work without supervision in order to meet strict deadlines.
- Flexibility and adaptability to work in an ever-changing environment.
- Capacity to effectively deputise for the Librarian when necessary.
- Excellent interpersonal skills, especially when dealing with musicians, conductors, soloists and producers.
- A willingness to work anti-social hours, including weeknights, bank holidays and weekends when necessary.

Desirable Requirements

The successful candidate may also demonstrate:

- Good experience of a broadcast orchestra environment
- A suitable qualification in music, librarianship and/or music librarianship
- Knowledge of international copyright laws

This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the light of new structures or the changing needs of the NCH.

Capability Framework

Candidates should demonstrate the ability to carry out successfully the duties of the role, as well as the behaviours, skills and knowledge required at Administrative Officer grade.

The capability framework supports the Civil and Public Service in building the workforce of the future. Our ambition is to attract, empower and develop a diversity of people, with the capability and talent to collaboratively deliver excellence, on behalf of our Government and the people of Ireland.

Exploring and strengthening Capability requires us to consider the whole person, their behaviours, skills, strengths, knowledge, values, motivation and interests. These factors underpin our approach to recruitment and development as we continue to build an innovative, professional, and agile Civil Service.

The capability framework for Administrative Officer grade is set out below and further information is available on <https://www.publicjobs.ie/en/information-hub/capability-framework/administrative-officer>



How to Apply

The National Concert Hall invites applications for the role of Assistant Music Librarian from suitably qualified candidates both nationally and internationally and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

All enquiries relating to the role should be directed to Bryan Masterson by email at hr@nch.ie.

To apply for this role visit <https://api.occupop.com/shared/job/assistant-music-librarian-799c0>

Applications should be submitted online and must include:

1. A cover letter (max. two A4 pages) outlining why you wish to be considered for the role and where you believe your skills and experience meet the requirements of the role.
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

Only applications fully submitted online will be accepted into the campaign.

Closing Date

Deadline for application: Midnight, Wednesday, 23 April 2025

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received.

Format of the Competition

The recruitment process may comprise of several stages, including but not limited to short-listing based on the information submitted, competency-based interview(s), personality / psychometric testing, presentation(s) and any other tests or exercises that may be deemed appropriate.

The process will be held with a selection board, comprised in accordance with the National Concert Hall arrangements for posts at this level.

Interviews

Interviews will likely to be held in from the first week of May, 2025, in person at the National Concert Hall. The selection process will include a practical task to be completed on site in advance of a standard competency based interview.

Candidates should make themselves available on the date(s) specified by the National Concert Hall and should make sure that the contact details specified on their application form are correct.

Reasonable Accommodations

Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements with their application. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to hr@nch.ie

Selection Process

In the event that the number of applications received significantly exceeds that required to fill the position, the National Concert Hall may implement a shortlisting process to select a number of candidates to be invited to interview on the basis of the information contained in their application.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that, on this occasion, there are some candidates who are, on the basis of the information provided, better qualified, and /or have more relevant experience.

The National Concert Hall does not reimburse the cost of travel to interview.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for appointment. In such case, the applicant will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to the Garda Síochána for security checks on all Irish and Northern Irish addresses at which they have resided.

Candidates' Rights - Review Procedures in relation to the Selection Process

The National Concert Hall will consider requests for review in accordance with the provisions of the Codes of Practice published by the Commission for Public Service Appointments. The Codes of Practice are available at <http://www.cpsa.ie/>

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the National Concert Hall, or who do not, when requested, furnish such evidence as the National Concert Hall requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Conditions of Service

General

The role is offered as a Permanent, Fulltime contract.

The appointment is subject to the Civil Service Regulation Acts, 1956 to 1996, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the civil service. The appointee will be subject to the National Concert Hall's policies in respect of Code of Standards and Behaviour.

Salary and Pay arrangements

The NCH Administrative Executive salary scale applies (rates effective from 1st March 2025) as follows:

€41,666 - €43,566 - €45,400 - €47,229 - €49,019 - €50,832 - €52,617 - €54,514

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

Starting Salary

Entry will be at the minimum of the scale - **€41,666 per annum**. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Probation

The appointment will be a permanent, full-time position and shall be subject to a probationary period of 6 months at which time an assessment of performance will be carried out by Human Resources. The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 and 1991.

Location

The place of work will be at the National Concert Hall, Earlsfort Terrace, Saint Kevin's, Dublin, D02 N527, however a blended onsite/remote work pattern is available.

The National Concert Hall reserves the right, at its discretion, to change this location to any other place within Ireland.

Hours of Attendance

Hours of attendance will amount, on average, to not less than 39 hours gross and 35 hours net per week. Normal working hours can fall between 08.00 to 23.00 Monday to Friday. Flexibility within the role is required from time to time within the NCH and externally. This role will require weekend and evening work on occasion. The NCH reserves the right to alter these working hours. The successful candidate may be required to work at other specified times and overtime depending on the requirements of the role and at the discretion of management.

The successful candidate will agree to co-operate in assisting the National Concert Hall to maintain accurate records of your working hours for the purpose of Section 25 of the Organisation of Working Time Act, 1997.

Annual Leave

The annual leave allowance for this role for a full-time employee is 25 days inclusive of the former privilege days. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service and is exclusive of the usual public holidays.

The Organisation of Working Time Act, 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment. Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

Superannuation and Retirement

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <https://singlepensionscheme.gov.ie>

The key provisions attaching to membership of the Single Scheme are as follows:

Pensionable Age

The minimum age at which pension is payable is at present 66 years (rising to 67 and 68) in line with State Pension age changes. A constraint on pension size for most members is that they must retire on reaching 70 years of age.

Pension Abatement

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

Ill-Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Treatment of Existing Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme.

In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions above would apply, and in addition there are implications in respect of pension accrual as outlined below:

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website:

<http://www.per.gov.ie/pensions>

Outside Employment

The position will be whole time and the appointee may 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.

Eligibility to Compete

Citizenship Requirements

Eligible Candidates must be:

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

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria. Further information regarding the Common Travel Area is available here.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under the Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Department of Environment, Community & Local Government (6/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Department of Education and Skills Early Retirement Scheme for Teachers Circular (102/2007)

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2 or 3** of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will **immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or

preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Other Conditions of Employment

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the appointee.



General Information

Pre-Employment Checks

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

- reference verification
- academic and professional qualifications verification
- pre-employment medical

Security Clearances

Please note that Garda Clearance may be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following websites may be of assistance to you in this regard:

- www.disclosurescotland.co.uk
- www.migrationint.com.au/office.asp (countries other than UK/NI)
- www.afp.gov.au (Australia)
- www.courts.govt.nz (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies that could provide you with information on seeking Police Clearance.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strictest confidence. Candidate

confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to those with direct responsibility for the recruitment process within the National Concert Hall.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Legal Compliance

The National Concert Hall are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR Compliance

The National Concert Hall collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Expenses

The National Concert Hall will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

Canvassing

Canvassing will result in disqualification from the competition.