

**MARA**

An tÚdarás Rialála Limistéir Mhuiri  
Maritime Area Regulatory Authority

# Candidate Information Booklet

Senior Legal Advisor \* 2  
Positions  
Assistant Principal



## Table of Contents

<b>About MARA</b> .....	<b>4</b>
MARA Mission, Vision and Values.....	4
The Organisational Context .....	4
Strategic Objectives 2024 - 2027 .....	5
<b>The Roles</b> .....	<b>6</b>
Key Duties and Responsibilities .....	6
Essential Qualifications and Experience .....	7
Desirable Knowledge and Experience.....	7
<b>Core Capabilities</b> .....	<b>8</b>
Capability 1: Building Future-Readiness .....	9
Capability 2: Evidence Informed Delivery .....	10
Capability 3: Leading & Empowering.....	11
Capability 4: Communicating & Collaborating .....	12
<b>Competition Process:</b> .....	<b>13</b>
Eligibility to Compete: .....	13
How to Apply: .....	13
Closing Date:.....	13
<b>Essential Requirements and Personal Attributes:</b> .....	<b>13</b>
Selection Process: .....	13
Interview: .....	14
Panel: .....	14
Relevant Checks:.....	14
<b>Conditions of Service</b> .....	<b>15</b>
Salary.....	15
Payment Arrangements.....	15
Location.....	15
Hours of Attendance .....	16
Annual Leave .....	16
The Organisation of Working Time Act 1997 (as amended).....	16
<b>Principal Conditions of Service</b> .....	<b>16</b>
Health:.....	16
Employee Benefits: .....	16
Employer of Choice: .....	16
<b>General Information</b> .....	<b>17</b>

## The Position:

<b>Title of Position:</b>	Senior Legal Advisor
<b>Number of Positions:</b>	Two (2) Positions
<b>Grade:</b>	Assistant Principal PPC Level (AP)
<b>Tenure:</b>	Permanent (subject to successful completion of probationary period)
<b>Employing Authority:</b>	Maritime Area Regulatory Authority (MARA)
<b>Location:</b>	Menapia House, Drinagh Business Park, Co. Wexford, Y35 RF29
<b>Annual Leave:</b>	30 days per annum
<b>Hybrid Working:</b>	MARA operates a blended working policy whereby two days each week are required in the office. If attending a meeting outside of the MARA office, this will suffice as a day in the office other than the anchor day which is Tuesday.
<b>Closing Date:</b>	Wednesday, 12 <sup>th</sup> February 2025
<b>Starting Salary:</b>	Assistant Principal
<b>Working Hours:</b>	35 hours (NET per week)
<b>Panel:</b>	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. The panel will expire 12 months from its establishment.

Maritime Area Regulatory Authority is committed to a policy of equal opportunity.

MARITIME AREA REGULATORY AUTHORITY HAS ENGAGED THE SERVICES OF LEX CONSULTANCY TO RUN THIS COMPETITION.

**ALL APPLICATIONS MUST BE SUBMITTED DIRECTLY TO LEX CONSULTANCY VIA THE APPLICATION LINK:**

<https://lexconsultancy.ie/clients/mara>





## 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 appointed by the Minister.

Under the direction of a Chief Executive Officer, the executive of MARA are responsible for carrying out the following key 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	<p><b>Establish solid foundations for delivery</b> - this includes building an infrastructure to assess applications, issue timely robust decisions and deliver effective governance.</p>	<p><b>Build capacity and knowledge</b> - this includes growing our team, building capacity within the organisation, enhancing our knowledge, insight and innovation, and embedding our structures.</p>	<p><b>Regulate effectively and impartially</b> - this includes managing authorisations, monitoring compliance with legislation and driving regulation through risk-based compliance and enforcement.</p>	<p><b>Drive cooperation and empower action</b> - 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.</p>
INDICATOR OF SUCCESS	<p>MARA is a well-governed regulator, operating a streamlined maritime authorisations process that builds trust and confidence, and can withstand scrutiny.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

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 Roles

These are exciting and demanding roles which require experienced lawyers to play a key legal role in the new agency. The Senior Legal Advisors will be working closely with legal and non legal colleagues and reports directly to the Director of Legal Affairs.

## Key Duties and Responsibilities

The successful candidates will be expected to provide effective, strategic and timely legal advice to MARA and will be responsible for handling a brief with a variety of legal issues, including, but not limited to:-

- Advice on the interpretation and implementation of applicable legislation to MARA's activities.
- Responding to technical queries concerning the operation of the MAP Act and the Foreshore Acts.
- Drafting and reviewing guidance memoranda issued by MARA to ensure all information is current, legally accurate and clear.
- Identify potential legal risks and propose effective risk mitigation strategies.
- Advising MARA in relation to regulatory functions under the MAP Act to include investigations and enforcement proceedings.
- Advising MARA in relation to litigation, including judicial review proceedings and case law at national and European level.
- Liaising with and managing external solicitors and counsel.
- Co-ordinating tendering processes for external legal, professional services, materials and technical support.
- The in-house legal team have the role of legal knowledge management and ensuring the widespread sharing of legal knowledge within MARA to improve decision making and the successful candidate will be expected to contribute as required to this function.
- Providing general in-house legal support and advice as typically required in a public sector organisation.
- Build strong relationships with internal and external stakeholders to promote collaboration and trust.
- Kept abreast of all legislation and regulation changes, assessing their impact on MARA.

This list is not exhaustive but serves to reflect the nature of the duties included in the role. Given the nature of the organisation and the need to respond to change on an ongoing basis, the role is subject to change over time.

The Chief State's Solicitor's Office (CSSO) is currently providing legal support to MARA on a transitional basis. The successful candidates will be expected to work in partnership with the CSSO for a limited period of time in the delivery of legal services to MARA pending hand-over of the legal workload to the MARA legal team.

### **Essential Qualifications and Experience**

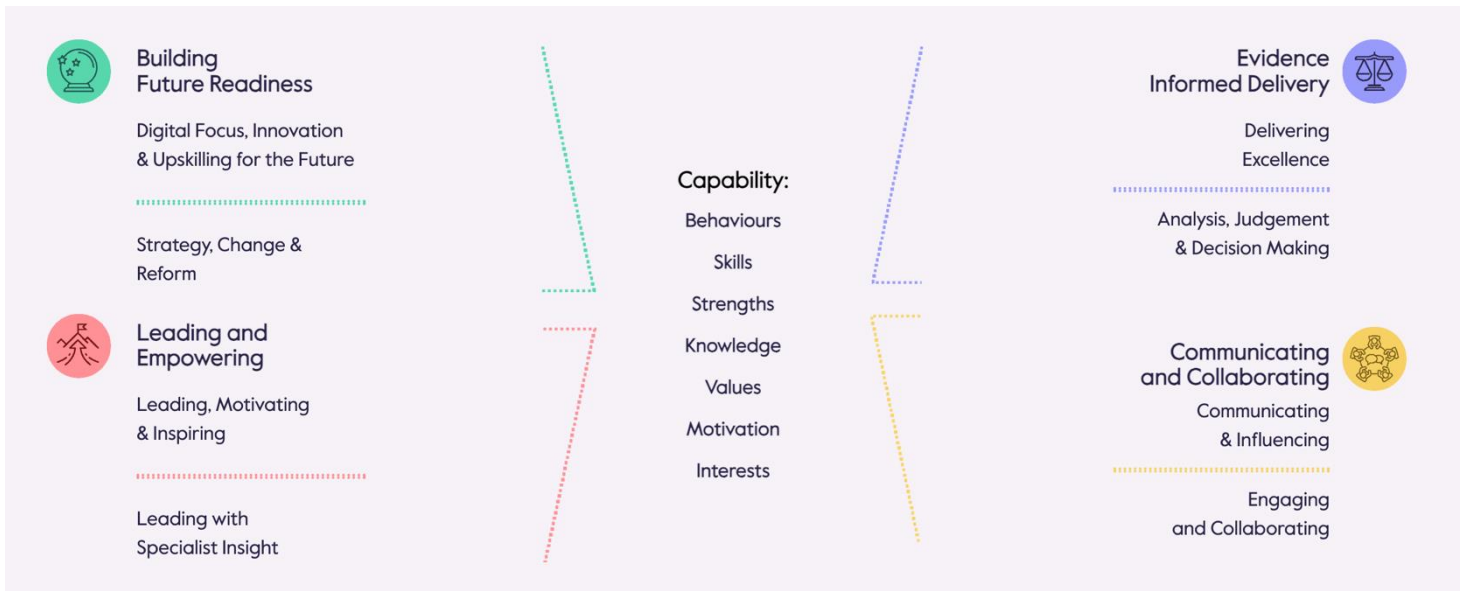
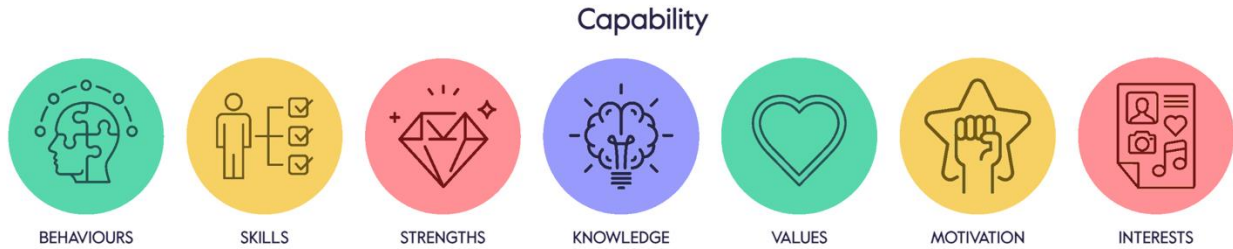
- Have been enrolled as a Solicitor or Barrister in the State.
- A minimum of three years' post-qualification experience in a law firm, as a practising barrister, as in-house counsel and/or legal advisor.
- Possess strong analytical skills and the ability to deal with complex legal issues.
- Possess sound judgment and good decision-making skills.
- Demonstrable experience of providing legal advice in a fast-paced environment without recourse to external expertise.
- Have a proven ability to deliver results and work to deadlines and be able to prioritise and manage a diverse workload effectively and efficiently.
- Possess strong interpersonal skills, including the capacity to communicate clearly and concisely, in writing and verbally. Have the ability to communicate complex legal matters to non legal stakeholders.
- The ability to operate effectively as part of a wider team of legal and non-legal colleagues as well as on own initiative.
- High ethical standards, discretion and professionalism
- Demonstrate the competencies/capabilities as set out below.

### **Desirable Knowledge and Experience**

- Experience of environmental, planning, regulatory, maritime, commercial and/or public law;
  - Corporate governance experience.
- The successful candidates must be interested in further developing their knowledge of any area relevant to MARA's activities.
- It is also desirable that the successful candidates have experience in a fully computerised office environment including the use of electronic case management systems, e-discovery systems and other IT applications commonly used in a modern legal environment.

## Core Capabilities

The persons appointed to the role of Senior Legal Advisors will be required to show evidence of the following capabilities:





## Capability 1: Building Future-Readiness

### Building Future Readiness

Delivering excellent public policy and services requires us to embrace change and innovation. We strive to create an inclusive customer centric strategy and vision that keeps pace with environmental, social and technological changes. Adopting an agile and digital-first approach, we will continually upskill, change and improve how we do things to meet current and future demands.



#### Building Future Readiness

#### Digital Focus, Innovation & Upskilling for the Future

Digital Focus

Innovation & Continuous Improvement

Upskilling for the Future

#### Strategy, Change and Reform

Strategic Capability & Vision

Contextual Awareness & Adaptability

Implementing Change & Reform



#### Digital Focus, Innovation & Upskilling for the Future

##### Digital Focus

- Drives the digital-first agenda by ensuring that digital tools and IT solutions are prioritised and implemented

##### Innovation & Continuous Improvement

- Delivers and encourages innovative, creative and practical solutions, striving for continuous improvement
- Creates an open and trusting work environment, where challenging the norm, taking measured risks and learning from mistakes is encouraged

##### Upskilling for the Future

- Committed to building own expertise, knowledge and skills for the future
- Ensures their people and Organisation are building future readiness and nurturing talent, to deal with current and future demands
- Proactively seeks development opportunities and regularly reflects on learning experiences, with awareness of own strengths and weaknesses



##### Key Skills Examples

- Innovation
- IT and digital skills
- Continuous learning
- Design thinking
- Process improvement



#### Strategy, Change and Reform

##### Strategic Capability & Vision

- Develops a clear vision and strategic plan for their area, setting goals which map to organisational/government objectives
- Actively contributes to the development of broader organisational, departmental, and government strategy, policy and objectives
- Evaluates the success and impact of current strategy and makes necessary amendments

##### Contextual Awareness & Adaptability

- Strong understanding of wider Civil Service policies and relevant developments in the Public and Private sector
- Anticipates, adapts and responds to developments in the sector and external environment, reviewing and revising strategic and/or operational plans as necessary

##### Implementing Change & Reform

- Leads others through times of change and transformation – communicating a clear vision, listening to feedback and addressing concerns
- Leads on the implementation of significant change and reform, critically appraising suggested change and delivering best possible improvements
- Listens and responds appropriately when met with criticism or resistance to change



##### Key Skills Examples

- Managing and supporting change
- Policy and strategy development
- Goal setting
- Strategy implementation
- Strategic thinking
- Future forecasting

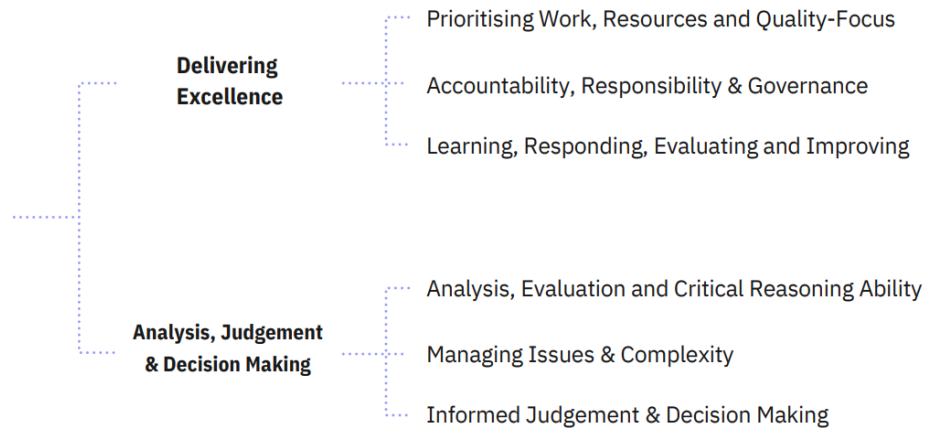
## Capability 2: Evidence Informed Delivery

### Evidence Informed Delivery

Delivering excellent public policy and services requires us to make evidence based and well-informed judgements and decisions, prioritise objectives and effectively manage resources, using relevant information to evaluate the delivered outcome to ensure maximum benefit for the people we serve.



#### Evidence Informed Delivery



#### Delivering Excellence

##### Prioritising Work, Resources and Quality-Focus

- Effectively manages multiple agendas and significant work programmes, allocating or securing resources to meet priorities
- Oversees work and monitors progress to ensure delivery against key organisational objectives and business plan priorities
- Ensures high standards are set and maintained, leading by example to encourage others commitment to quality

##### Accountability, Responsibility & Governance

- Provides regular and accurate updates to relevant stakeholders and governing bodies/executives
- Within their team(s), instils the importance of efficiencies, value for money, adherence to policies/protocol and corporate governance requirements
- Demonstrates accountability for self and team

##### Learning, Responding, Evaluating and Improving

- Gets up to speed with new tasks/roles at a fast pace, asks questions to understand requirements, relevant information and sensitivities
- Is flexible, agile and resilient in the face of difficulty or emerging demands
- Seeks feedback and evaluates delivery against required outcomes, taking action to learn, respond and improve



##### Key Skills Examples

- Project management
- Resource allocation
- Cost-benefit analysis
- Risk management
- Project evaluation



#### Analysis, Judgement & Decision Making

##### Analysis, Evaluation and Critical Reasoning Ability

- Can quickly gather, analyse and critically evaluate relevant data from a range of sources, identifying key information
- Ensures the team/organisation gather and utilise data to inform future decisions
- Analyses and evaluates complex verbal and numerical information, such as policies, strategies, budgets or statistics

##### Managing Issues & Complexity

- Effectively manages complex situations and ambiguous or 'on-the-spot' issues, deciding on the best course of action quickly and confidently
- Solves complex problems in an informed, logical and composed manner, seeking additional inputs where necessary

##### Informed Judgement & Decision Making

- Makes balanced judgements and decisions, drawing from evidence, experience and relevant policies/procedures, while also considering contextual issues/sensitivities
- Makes important, urgent or difficult decisions in an appropriate, timely and ethical manner, considering the broader implications, governance issues and political sensitivities
- Openly and honestly shares the rationale for decisions made, to ensure transparency, build confidence and trust



##### Key Skills Examples

- Research skills
- Data analytics
- Budgeting
- Data management and visualisation
- Critical thinking

## Capability 3: Leading & Empowering

### Leading & Empowering

Delivering excellent public policy and services requires us to lead in our areas of expertise, inspire others and create a clear vision. We are committed to developing, supporting, and empowering our colleagues to meet their potential and to creating a positive and inclusive work environment where everyone's contribution is valued.



#### Leading & Empowering

##### Leading, Motivating & Inspiring

- Developing, Motivating & Supporting Performance
- Vision, Purpose & Authenticity
- Empowerment, Psychological Safety and Inclusion
- Social & Emotional Intelligence

##### Leading with Specialist Insight

- Adding Value with Specialist Expertise
- Leading & Advocating
- Building Networks, Knowledge & Insights



#### Leading, Motivating & Inspiring

##### Developing, Motivating & Supporting Performance

- Ensures their team have exposure to development opportunities, strategically delegating projects, considering individual suitability and project demands/urgency
- Supports and motivates high performance by providing recognition, guidance, coaching and regular feedback
- Utilises and promotes both formal and informal performance management techniques

##### Vision, Purpose & Authenticity

- Inspires their team and brings people along, by showing authenticity, trust, passion and living the organisational values, by example
- Creates a clear vision for the team, reminding them of the wider purpose and impact
- Leads with integrity, honesty, transparency and accountability

##### Empowerment, Psychological Safety and Inclusion

- Creates an inclusive and psychologically safe team environment, which empowers, trusts, and respects all members
- As a leader, champions equality, diversity and inclusion, taking meaningful action through the work of their organisation/department and in supporting a diverse workforce

##### Social & Emotional Intelligence

- Openly prioritises the wellbeing of self and others, instilling a culture of support, empathy and consideration
- Demonstrates high self-awareness and ability to manage own emotions and behaviour, particularly in challenging situations



##### Key Skills Examples

- Performance management
- Coaching / providing feedback
- Conflict management
- Managing remote / blended teams
- Emotional intelligence



#### Leading with Specialist Insight

##### Adding Value with Specialist Expertise

- Demonstrates a high degree of specialist expertise and knowledge in their area
- Adds value to the Organisation/Department by utilising their specialist expertise to meet the business needs and shape broader policy or strategy

##### Leading & Advocating

- Leads and provides direction, through openly sharing insights, knowledge, evidence and rationale in a non-technical manner
- Advocates and explains the value of their area/expertise and why it is necessary to prioritise
- Recognised as a Thought Leader or Subject Matter Expert in their area of expertise, providing guidance, knowledge and leadership

##### Building Networks, Knowledge & Insights

- Networks with experts at conferences and events, sharing relevant information, learnings and drawing inspiration from others at a national and international level
- Committed to Continuous Professional Development, actively engaging in relevant courses, conferences and activities to keep knowledge and insights up to date



##### Key Skills Examples

- Specialist skills in own area of expertise
- Research
- Networking

## Capability 4: Communicating & Collaborating

### Communicating & Collaborating

Delivering excellent public policy and services requires us to work together, build relationships and collaborate enabling a joined up, whole-of-Government approach. Effective engagement and communication with our customers, clients and colleagues will enhance and build trust in our services.



#### Communicating & Collaborating

##### Communicating & Influencing

Communicating Effectively & Listening to Understand

Influencing and Negotiation Skills

##### Engaging & Collaborating

Networking, Representing and Stakeholder Engagement

Collaboration, Cross-Functional Working and Relationship Management



#### Communicating & Influencing

##### Communicating Effectively & Listening to Understand

- Communicates and presents in a clear, persuasive and impactful manner, across verbal, digital and written communications
- Demonstrates self-awareness of own communication approach, adjusting style as appropriate for the audience
- Appreciates diversity and makes an active effort to involve different people, to bring challenge and alternative viewpoints
- Communicates with transparency to external audiences in areas of public interest

##### Influencing and Negotiation Skills

- Tactfully influences and persuades others and considers compromise when necessary
- Develops an understanding of context, sensitivities and differing perspectives when engaging in discussions/negotiations with key stakeholder groups or the political system
- Approaches difficult discussions, conflict or negotiations with respect, thoughtfulness, composure and self-assurance



##### Key Skills Examples

- Languages – e.g., Gaeilge
- Written skills
- Effective presentation
- Active listening
- Influencing and negotiation skills
- Storytelling to influence, teach & inspire



#### Engaging & Collaborating

##### Networking, Representing and Stakeholder Engagement

- Builds useful networks and engages with relevant stakeholders, both within and outside of their own organisation/department
- Consults regularly with key stakeholders, managing their expectations and providing insightful, open and transparent updates
- Represents the organisation/department with professionalism and awareness, taking opportunities to promote the work of the organisation/department, where appropriate

##### Collaboration, Cross-Functional Working and Relationship Management

- Utilises interpersonal skills to build and maintain effective working relationships at all levels, including in a remote/hybrid working environment
- Maximises opportunities to collaborate and engage in cross-functional working, ensuring their team do not operate in a silo
- Stays abreast of organisational developments and the work of other teams, showing interest, providing input and offering support to other senior managers



##### Key Skills Examples

- Collaboration
- Cross-functional working
- Networking
- Relationship building and interpersonal skills
- Social intelligence

## Competition Process:

### 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

### How to Apply:

Applicants should submit an up-to-date CV (not exceeding 3 A4 pages) and a short cover letter/personal statement (not exceeding 1 A4 page) in **ONE DOCUMENT** outlining why you wish to be considered for the post and where you believe your personal qualities, qualifications, specialist knowledge, experience, and values meet the requirements of the position.

**Please note:** Only applications submitted in the correct format via <https://lexconsultancy.ie/clients/mara> are eligible to be considered

### Closing Date:

The closing date for receipt of applications is **Wednesday, 12<sup>th</sup> February 2025 at 5pm.**

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying, please email [mara@lexconsultancy.ie](mailto:mara@lexconsultancy.ie)

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@lexconsultancy.ie](mailto:mara@lexconsultancy.ie) including the date and time in case of any queries.

### Essential Requirements and Personal Attributes:

Candidates must meet all the essential requirements and personal attributes required for the position, as set-out in the Information Booklet. They will be requested to demonstrate this both in the application (Cover Letter & CV) and, if shortlisted, by completing a Key Achievement Form and at interview.

**NOTE: MARA will examine all applications to ensure that applicants meet the eligibility and minimum requirement criteria. Only those who meet these requirements will be considered for advancement to the shortlisting and or interview stages.**

### Selection Process:

The selection process will include:

- Shortlisting of applications
- A competitive interview
- 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 cv. 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.

### **Interview:**

It is expected that interviews will be held in February/March in either Dublin or 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.

Any candidate requiring any accommodation for interview or other elements of the selection process should notify us at [mara@lexconsultancy.ie](mailto:mara@lexconsultancy.ie) so that appropriate arrangements can be made.

### **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 12 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 Assistant Principal salary scale (rates effective from 1 October 2024) is as follows:

**(PPC Scale\*\*) €79,086, €81,999, €84,952, €87,914 €90,873 €92,579, €95,563 (LSI 1) € 98,559(LSI 2)\***

LSI 1 after 3 years satisfactory service at the maximum.

LSI 2 after 6 years satisfactory service at the maximum.

Long Service Increments may be payable after 3 years (LSI1) and 6 years (LSI2) satisfactory service at the maximum of the scale. \*\* *Pay scale wef 1 October 2024.*

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 and is required to make a personal pension contribution.

Please note that entry will be at the minimum point of the scale. Candidates should know that 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 immediately before appointment you are a current serving civil/public servant.

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

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 will be MARA, Menapia House, Drinagh Business Park, Co. Wexford, Y35 RF29. MARA reserves the right, at its discretion, to change this location to any other place within Ireland.

MARA operates a blended working policy whereby two days each week are required in the office. If attending a meeting outside of the MARA office, this will suffice as a day in the office other than the anchor day which is Tuesday.

### **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 Senior Legal Advisor will be 30 days per annum. 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.

### **Principal Conditions of Service**

#### **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.

### **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](http://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 is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should

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

**GDPR Privacy Statement, Recruitment Process**

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.

**Purpose of Processing Personal Information:**

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

**Legal Basis for Processing Personal Information:**

Necessary for performance of a contract or to enter into such a contract, terms of employment (Information) Acts 1994 – 2014.

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

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

**Applicants Entitlements:**

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

**Access:**

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

**Erasure:**

Applicants can request the data held be erased.

**Rectification:**

Applicants can have any incorrect information corrected.

**Objection:**

Applications can object to this information being processed.

**Complaint:**

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



### **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](mailto: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](http://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](mailto:info@dataprotection.ie)