



**Rialtas na hÉireann**  
Government of Ireland

# **IGEES Administrative Officer**

## **Mobility Protocol**

**IGEES**

Irish Government Economic and Evaluation Service

## IGEES Mobility Scheme Protocol

### Administrative Officer

IGEES mobility will be facilitated by the Civil Service Mobility scheme on the PeoplePoint/NSSO platform.

The timetable for IGEES mobility will be;

- **November**  
Vacancies will be advertised via the HR mobility platform / Local HR for non-HRSS customers.
- **December**  
When the closing date has passed the advertising organisation will undertake a selection process. This may include an initial shortlisting of applications to ascertain the applicants who best meet the requirements of the advertised position. Applicants may then be invited to a meeting to discuss and explore their skills and potential to meet the requirements of the advertised position. Each Department is responsible for the selection of candidates applying for its vacancy.
- **January**  
Moves will take place.
- **February**  
AO panel will start to backfill vacancies created by mobility.

Mobility opportunities are, in the first instance, subject to a business need to fill a vacancy. An IGEES vacancy must exist before a role is advertised for mobility.

Any placement from the IGEES mobility process is a direct placement.

Personal data will be reviewed and limited to that required for the purposes of considering suitability for Mobility under the Scheme, by reference to the criteria set out in the Terms and Conditions. HR Shared Services, Local HR and IGEES will treat this information as confidential and access will be restricted and controlled in accordance with Data Protection Acts and the General Data Protection Regulation.

Staff members may register their interest to receive IGEES Mobility opportunity advertisements following recruitment or promotion. However, applicants will not be made an offer of Mobility until they satisfy the eligibility and suitability criteria of the scheme – outlined below, and in the case of an applicant with a declared disability, the requirement for and/or the likely effectiveness of reasonable accommodation must be assessed.

In order to receive advertisement notification alerts, staff must ensure that valid monitored home and business email addresses are complete on their 'Personal Information' page on their HR Shared Services self-service / with Local HR if non-HRSS customers. The Corporate Support Unit, HR Shared Services and Local HR will not be responsible for non-delivery of messages where e-mail contact information is not up-to-date/not recorded.

A staff member should only apply for an advertised Mobility position if they have:

- (a) 2 years' service, or more, in the current grade;
- (b) 2 years' service, or more, in the current organisation;
- (c) 2 years' service, or more, in the current location;
- (d) a PMDS/performance rating of 'Satisfactory' for the previous working year; and
- (e) successfully completed their probation period in a permanent capacity.

There are additional criteria that Local HR are required to complete, set out below, to determine if an applicant is suitable at the time for Mobility prior to an offer being made, and in the case of an applicant with a declared disability, the requirement for and/or the likely effectiveness of reasonable accommodation must be assessed.

General Service AOs will be entitled to apply for mobility into IGEES roles once they meet the qualification and eligibility criteria. Applicants for mobility into IGEES from general service must hold:

1. (i) a primary honours degree at minimum 2.1 (at least Level 8 on the National Framework of Qualifications) in a discipline with a strong data analysis component such as Economics, Social Science/Policy Analysis or Statistics.

or

- (ii) a Masters degree level qualification (minimum Level 9 on the National Framework of Qualifications) in a discipline with a strong data analysis component such as Economics, Social Science, Policy Analysis, or Statistics.

**Note:** Each Department's HR will be responsible for ensuring any vacancy filled via IGEES AO mobility adheres to relevant HR and IR policy.

When the receiving Local HR finalise the selection process they will make an offer to the successful applicant by email, and cc the Sending Local HR who are required to complete a [Suitability Report](#) of the applicant's current suitability and/or ability to be progressed for Mobility under the following criteria:

- a) Performance Improvement Plan (PIP) under Circular 24/2016 or subsequent amended circular;
- b) Disciplinary warnings and/or sanctions under Circular 19/2016 or subsequent amended circular;
- c) Formal investigations under the Civil Service Disciplinary Code which may lead to disciplinary action; and
- d) Attendance Record.

Assessment of the applicant under criteria (a), (b) and (c) above will be undertaken by the Sending Local HR only. Both the Sending and the Receiving Local HR may assess the applicant under criteria (d) in cases where the applicant is in excess of the guideline absence thresholds and discounting has been deemed appropriate by the Sending Local HR.

Where an applicant wishes to accept the offer of Mobility, the completion of a '[Reasonable Accommodation](#)' declaration form is required. This declaration form should be submitted to their Local HR without delay. The completed declaration form will be forwarded to the Receiving Local HR only in the event that the applicant is deemed suitable by their Local HR under the criteria above.

Upon acceptance of the offer, the advancement of the move is subject to an assessment of any reasonable accommodation requirements, and/or security vetting clearance, and/or meeting Irish language requirements (where applicable).

Staff members seeking to avail of Mobility opportunities accept that the move will be permanent, with no provision to return to their previous role/organisation.

Investment made by the organisation through a formal education programme or significant specialised training may be taken into consideration when determining the timing of a move under the scheme. The offer of Mobility will remain, although the position may be filled through a temporary arrangement until the applicant is released.

Applicants accept that there is no automatic right to elective work arrangements e.g. Worksharing, Shorter Working Year etc. In general, positions will be full-time and staff members will in most instances be required to alter their arrangements upon acceptance of a move under the Scheme, subject to the business needs of the receiving organisation. An applicant may, however, re-apply for such arrangements in accordance with the relevant statutory provisions where available in the receiving organisation.

Applicants accept that there is no automatic right to flexible working arrangements (flexitime). Flexitime is only available in accordance with the arrangements of the receiving organisation.

An applicant is expected to move within a period of 20 working days from the date of a formal offer.

Organisations are expected to facilitate a Mobility move within a period of 20 working days from the date of a formal offer.

Upon acceptance of an offer, the applicant gives an undertaking to carry out the duties of the new role, including participation in any Learning and Development processes, with a view to becoming proficient in the new role on the same basis as existing staff members.

Staff members moving through mobility to a new organisation under this scheme will retain their service for seniority purposes.

Applicants holding a pay rate/payment for the performance of particular duties, hours above the standard Civil Service hours or shift-working etc., and voluntarily moving to a position where these duties/liabilities or other factors for which they are payable do not apply, will not retain the pay rate/payment and will be moved on to a general Civil Service pay scale based on reckonable service. Agreed retention elements of allowances will remain unaffected.

The scheme will be reviewed on an ongoing basis, and may be revised if deemed necessary by IGEES, the Civil Service HR Division, Department of Public Expenditure and Reform in consultation with organisational HR Managers and Staff Unions. Upon acceptance of any offer made, the Terms and Conditions at that date will govern the move.