



Local HR Office

Advertisement Mobility Guide

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An Overview of the Advertisement Based Civil Service Mobility

The Advertisement-Based Mobility scheme is currently available for generalist Higher Executive Officer (HEO), Administrative Officer (AO), Assistant Principal (AP) and Principal Officers (PO) on the HR Shared Service (HRSS) Self-Service system. Advertisement Based Mobility should not be used when filling specialised Professional/Technical positions.

Advertisements for positions in these grades are posted directly to the HRSS system by recruiting HR units in the Civil Service.

All active advertisements can be viewed through the HRSS self-service, and officers can register to receive notifications when a new posting is made in their grade.

Further information in relation to Civil Service Mobility can be found on the [information page](#) maintained by the Department of Public Expenditure & Reform, or the [HRSS website](#).

Access by local HRs

The local HR offices have access to:

- View and access all Drafted, Active, Closed and Cancelled Mobility Advertisements made by their organisation.
- Create and publish advertisements for open positions within their organisation.

Access by Candidates

Staff at HEO, AO, AP and PO grades in participating organisations have the 'Advertisement Mobility Homepage' link available to them on their HRSS self-service system.

This gives them access to:

- Register to receive notification when a new advertisement is posted
- View all active advertisements for their grade

Administration by HR Shared Services

The Central Mobility Team in HRSS administers the Civil Service Mobility scheme for our customers; this is on behalf of the Department of Public Expenditure & Reform, who are the policy owners of the scheme.

The Central Mobility Team are responsible for:

- Transacting on behalf of officers who do not have access to the HRSS self-service system, at the officer's request
- Providing technical assistance and guidance regarding issues relating to the mobility system

You can contact the Central Mobility Team by phone on **076 107 1000** or by email at mobility@peoplepoint.ie.

Non-HRSS customer local HRs

As some Civil Service organisations are not customers of HRSS, the administration of Civil Service Mobility for them and their staff members is done by the local HR Unit. Those organisations are:

- An Garda Síochána (Garda Civilians)
- Houses of the Oireachtas
- Irish Prison Service
- Ombudsman for Children
- National Council of Curriculum Assessment



HOW TO: View Advertisements Made by Your Department

This function allows Local HRs to see Active, Drafted, Closed and Cancelled advertisements made within their department.

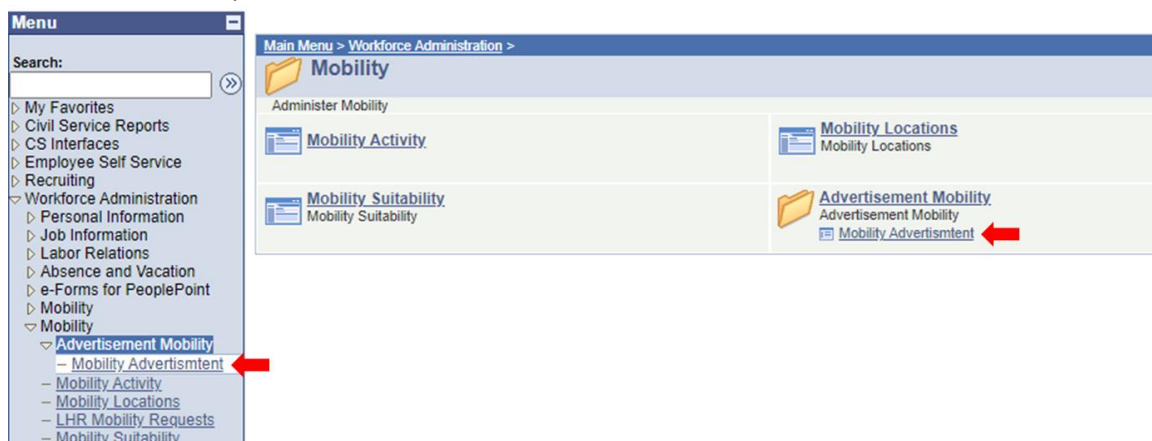
STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “Mobility Advertisements” link.



STEP 2. Generate the list and add filters

Select “Search” to generate an unfiltered list of all advertisements made by your department.

Find an Existing Value

Add a New Value

▼ Search Criteria

Job Requisition:

begins with ▼

Business Unit:

begins with ▼

🔍

Location Code:

begins with ▼

🔍

Department:

begins with ▼

🔍

Job Code:

begins with ▼

🔍

Advert Status:

= ▼

▼

☐ Include History

☐ Correct History

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First

1-8 of 8

Last

Job Requisition	Descr	Location Description	Department Description	Job Code	Establishment ID	Description	Job Category	Advert Status
80806	Principle Officer Positions	Portlaoise_Eircom Building	FSP2 Management	PO	46	Region Supervisor	PO	Active
80807	Assistant Principle Positions	Portlaoise_Eircom Building	FSP2 Bacteriology&Parasitology	AP	46	Lab staff	AP	Active
80808	Assistant Principle Positions	Brussels Other	FSP3 Vet Public Health Policy	AP	19	AP	AP	Active
80809	Assistant Principle Positions	Eng Div Tralee	FSP2 Food Chemistry Division	AP	(blank)	Role	AP	Active
80810	Principle Officer Positions	Agricultural Attache Rome	Minister of State 1	PO	46	PO QA Head	PO	Active
80811	Principle Officer Positions	Unknown Location	99	PO	46	Head of Corporate Legislation	PO	Draft
80812	Assistant Principle Positions	Eng Div Tralee	FSP2 Management	AP	45	AP	AP	Active
80813	Assistant Principle Positions	Portlaoise_Eircom Building	FSP2 Virology VRL	AP	30	AP	AP	Active

Advertisements can be filtered by status using the ‘Advert Status’ dropdown menu.

Find an Existing Value

Add a New Value

▼ Search Criteria

Job Requisition:

begins with ▼

Business Unit:

begins with ▼

🔍

Location Code:

begins with ▼

🔍

Department:

begins with ▼

🔍

Job Code:

begins with ▼

🔍

Advert Status:

= ▼

▼

☐ Include History

☐ Correct

Search

Clear

Basic S

Active

Cancelled

Closed

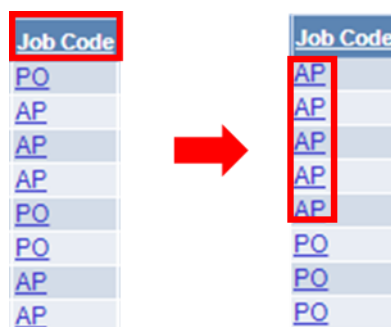
Draft

The Advert Status are:

- Draft – Saved advertisements not yet posted and running
- Active – Advertisements for a currently running process
- Closed – Advertisements for processes that have ended
- Cancelled – Draft advertisements that were not required to be posted



Different variables can be grouped by clicking its title on the list.



STEP 3. Viewing Advertisements

Clicking on any part on a listed advertisement will allow access to view the details of the advertisement.

Search Results

Job Requisition	Descr	Location Description	Department Description	Job Code	Establishment ID	Description	Job Category	Advert Status
80806	Principle Officer Positions	Portlaoise_Eircom Building	FSP2 Management	PO	46	Region Supervisor	PO	Active
80807	Assistant Principle Positions	Portlaoise_Eircom Building	FSP2 Bacteriology&Paraitology	AP	46	Lab staff	AP	Active

↓

Organisation Details
Division
Responsibilities
Essential Requirements
Desired Requirements
Pul

Role Details
Find
First
1 of 1
Last

Job Requisition	80809	Role Title	Role
Business Unit	805	Agriculture, Food & Marine	
Location Code	000000ED2	Eng Div, Tralee	View Address
Department	0000040202	FSP2 Food Chemistry Division	
Zone			
Job Code	AP	Assistant Principal	
Job Category	AP	Assistant Principle Positions	
Number of Staff Reporting	25		

Save
Return to Search
Previous in List
Next in List
Notify
Add

Accessing a draft from the list will allow any member of the HR unit to make edits, or to publish the advertisement.

Accessing a currently active advertisement will only allow changes to be made to the advertisement's closing date.



HOW TO: Make a Mobility Advertisement

This function allows HR Units to make and publish new mobility advertisements.

STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “Mobility Advertisements” link.




STEP 2. Create a Mobility Advertisement

Select ‘Add New Value’ on the Mobility Advertisement page.




Mobility Advertisement


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value** 


▼ Search Criteria

Job Requisition: begins with

Business Unit: begins with 

Location Code: begins with 

Department: begins with 

Job Code: begins with 

Advert Status: =


☐ Include History ☐ Correct History


Fill in the required information on the 'Organisational Details' tab.

Organisation Details **Division** **Responsibilities** **Essential Requirements** **Desired Requirements** **Pl**


Role Details Find First 1 of 1 Last


Job Requisition 000000 Role Title

*Business Unit 

Location Code  [View Address](#)


Department 

Zone 

Job Code 

Job Category 


Number of Staff Reporting





Organisation Details **Division** **Responsibilities** **Essential Requirements** **Desired Requirements** **Pl**


Role Details Find First 1 of 1 Last


Job Requisition 000000 Role Title Head of Corporate Legislation


*Business Unit 805  Agriculture, Food & Marine

Location Code 99  Unknown Location [View Address](#)

Department 99  99

Zone 46  Zone 46

Job Code PO  Principal Officer

Job Category PO  Principle Officer Positions

Number of Staff Reporting 25

The required sections are:

- Role Title
- Business Unit
- Location Code
- Department (Section)
- The Zone the position is located in
- Job Code (Grade)
- Job Category

Selecting the magnifying glass beside each section will produce a list of the available options.

The following categories are currently available for HEO and AO grades.



Category	Description
AUDITOR/INVESTIGATOR	Internal audit - operations and systems
	Investigate breaches of regulatory legislation - Data Protection; Money Laundering
IR / HR	Business Partner / Strategic HR
	Employee Relations / Industrial Relations
ICT	Systems Analyst, Software Development / Support / Cyber Security
LEGAL/POLICY/RESEARCH	Legal Research - Conducting legal research to support the legislative process
FINANCE (PAYROLL/PENSIONS)	Payroll, Pensions, Accounts, preparation of annual Appropriation Account
COURT REGISTRAR (HEO Only)	Handling sensitive Court cases
EMPLOYEE ASSISTANCE (HEO Only)	Wellbeing / Support Service
BUSINESS/FINANCE (AO Only)	Policy analysis / research/development
IGEES (AO Only)	Policy Evaluation / Data Analysis / Economics

Currently only one Job Category is available for AP and PO grades, but more specialised roles may be introduced in the future.

Select the 'Division' tab to move to the next section of the form.

Organisation Details **Division** Responsibilities Essential Requirements Desired Requirements

Description of Division's Work Find | View All First 1

Corporate Legislation Unit is currently focussed on researching, drafting and managing Covid-19 primary and secondary legislation. In conjunction with other relevant policy Units and their legislative priorities, the unit contributes to developing and managing cross-cutting legislative projects. A core function is the co-ordination of the Department's legislative programme and updates on Private Members Bills

Save Notify

The Division tab is to provide an overall description of the division/unit and the general work that the section handles on a day-to-day basis.

Select the 'Responsibilities' tab to move to the next section of the form.



Organisation Details Division **Responsibilities** Essential Requirements Desired Requirements

Key Role Responsibilities Find | View All First

Format Font Size **B** *I* U ~~S~~

Responsibilities include:

- ☐ Leading on the drafting, finalising and processing of Covid 19 legislation and regulations
- ☐ Briefing senior management and the Minister and his team on relevant issues, as appropriate;
- ☐ Liaising with other Department's senior management as required on legislative and regulatory issues;
- ☐ Liaising with the Office of the Parliamentary Counsel (OPC) and the Attorney General's Office (AGO) on the drafting of legislation and

Save Notify

The Responsibilities tab is to list the key role responsibilities that are expected to be undertaken if accepting the role.

Select the 'Essential Requirements' tab to move to the next section of the form.

Organisation Details Division Responsibilities **Essential Requirements** Desired Requirements

Essential Role Requirements Find | View All First

Normal Font Size **B** *I* U ~~S~~

- ☐ A proven track record of delivering results;
- ☐ Excellent interpersonal and communication skills with an ability to build and sustain effective relationships internally and with other Departments, organisations and stakeholders;
- ☐ Excellent team leadership skills; and
- ☐ An ability to familiarise oneself with a complex brief and technical issues.

Save Notify

The Essential Requirements tab lists the basic job duties that an applicant must be able to perform based on their previous experience or training, in order to be considered for the position.

Select the 'Desired Requirements' tab to move to the next section of the form.



Organisation Details | Division | Responsibilities | Essential Requirements | **Desired Requirements**

Desired Role Requirements Find | View All First 1 of 1

Normal Font Size B I U S

A legal background and/or knowledge of the legislative process

Save Notify Add Update/Display Include History Correct History

The Desired Requirements tab is used to list experience/training that may not be essential to the role, but would be beneficial if they were also possessed by the applicant.

Select the 'Publish' tab to move to the final section of the form.

Division | Responsibilities | Essential Requirements | Desired Requirements | **Publish**

Closure and Publish Find | View All First 1 of 1 Last

Closure Date 29/03/2021

Job Posting Contact JOBPOSTING@OFFICEHR@GOV.IE

Publish Cancel

Save Notify Add Update/Display Include History Correct History

[Organisation Details](#) | [Division](#) | [Responsibilities](#) | [Essential Requirements](#) | [Desired Requirements](#) | [Publish](#)

On the Publish tab enter the closure date of the advertisement and the contact e-mail address for interested applicants to use.

- The closure date must be more than 2 weeks from the time of publication.
- Only information in the e-mail address format (EXAMPLE@EXAMPLE.ie) can be entered into the Job Posting Contact box.



STEP 3. Saving a draft

It is highly recommended to save a draft and for a second HR officer to review the draft advertisement before publishing.

At any point during the process a draft of the advert can be saved by clicking the save button at the bottom of the form.



A draft advert can then be accessed by any member of the HR unit from the 'Mobility Advertisements' page.

Find an Existing Value Add a New Value

▼ Search Criteria

Job Requisition: begins with
Business Unit: begins with
Location Code: begins with
Department: begins with
Job Code: begins with
Advert Status: =

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

Search Results

Job Requisition	Descr	Location Description	Department Description	Job Code	Establishment ID	Description	Job Category	Advert Status
80806	Principle Officer Positions	Portlaoise, Eircom Building	FSP2 Management	PQ	46	Region Supervisor	PQ	Active
80807	Assistant Principle Positions	Portlaoise, Eircom Building	FSP2 Bacteriology&Parasitology	AP	46	Lab staff	AP	Active
80808	Assistant Principle Positions	Brussels Other	FSP3 Vet Public Health Policy	AP	19	AP	AP	Active
80809	Assistant Principle Positions	Eng Div Tralee	FSP2 Food Chemistry Division	AP	(blank)	Role	AP	Active
80810	Principle Officer Positions	Agricultural Attache Rome	Minister of State 1	PO	46	PO QA Head	PO	Active
80811	Principle Officer Positions	Unknown Location	99	PO	46	Head of Corporate Legislation	PO	Draft
80812	Assistant Principle Positions	Eng Div Tralee	FSP2 Management	AP	45	AP	AP	Active
80813	Assistant Principle Positions	Portlaoise, Eircom Building	FSP2 Virology VRL	AP	30	AP	AP	Active

STEP 4: Publishing the Advertisement

On the Publish tab select 'Publish' to post the advertisement to the 'Open Mobility Positions' board.

Division Responsibilities Essential Requirements Desired Requirements Publish

Closure and Publish Find | View All First 1 of 1 Last

Closure Date 29/03/2021

Job Posting Contact JOBPOSTING@OFFICEHR@GOV.IE

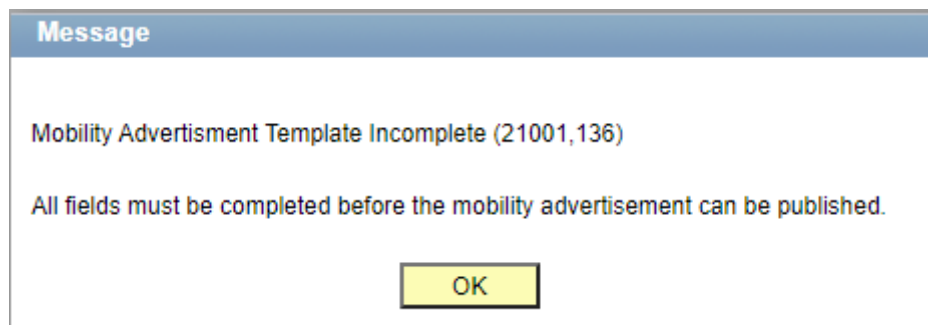
Publish Cancel

Save Notify Add Update/Display Include History Correct History

Organisation Details | Division | Responsibilities | Essential Requirements | Desired Requirements | Publish



If required information is missing an error message will appear, requesting that all fields be completed.



Before publishing you will be asked to confirm that the details of the advertisement are correct and that the position has been signed off by the HR manager of the relevant section.



IMPORTANT Once an advertisement is published it is not possible to edit the text or details of the advertisement. The only exception is the closing date, in the event that more time is required to fill the position.

Tick both boxes to confirm and select 'OK' to publish the advertisement.

Once published the advertisement will become visible on the 'Open Mobility Positions' board to all officers in that grade.

Details of the advertisement will also issue to all officers in that grade who have registered to receive automatic notifications.

STEP 5: Changing the closing date of an advertisement

To change the closing date on an active advertisement, first enter the advertisement through the 'Mobility Advertisements' page.



Find an Existing Value Add a New Value

▼ Search Criteria

Job Requisition: begins with

Business Unit: begins with

Location Code: begins with

Department: begins with

Job Code: begins with

Advert Status: =

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

Search Results

Job Requisition	Descr	Location Description	Department Description	Job Code	Establishment ID	Description	Job Category	Advert Status
80806	Principal Officer Positions	Portlaoise_Eircom Building	ESP2 Management	PQ	46	Region Supervisor	PQ	Active
80807	Assistant Principal Positions	Portlaoise_Eircom Building	ESP2 Bacteriology&Paratitology	AP	46	Lab staff	AP	Active
80808	Assistant Principal Positions	Brussels Other	ESP3 Vet Public Health Policy	AP	19	AP	AP	Active
80809	Assistant Principal Positions	Eng Div Tralee	ESP2 Food Chemistry Division	AP	(blank)	Role	AP	Active
80810	Principal Officer Positions	Agricultural Attache Rome	Minister of State 1	PQ	46	PO QA Head	PQ	Active
80811	Principal Officer Positions	Unknown Location	99	PO	46	Head of Corporate Legislation	PQ	Active
80812	Assistant Principal Positions	Eng Div Tralee	ESP2 Management	AP	45	AP	AP	Active

The closing date can be adjusted and saved on the 'Publish' tab.

Division Responsibilities Essential Requirements Desired Requirements Publish

Closure and Publish Find View All First 1 of 1 Last

Closure Date 30/03/2021

Job Posting Contact JOBPOSTING

Save Return to Search Previous Add Update/Display

Organisation Details Division Responsibility Requirements Publish

No other fields on the form are available to be edited after publication.

HOW TO: Close a Mobility Advertisement

When an advertisement has passed the closing date it will automatically be no longer visible on the 'Open Mobility Positions' board.

STEP 1. Navigate to the page

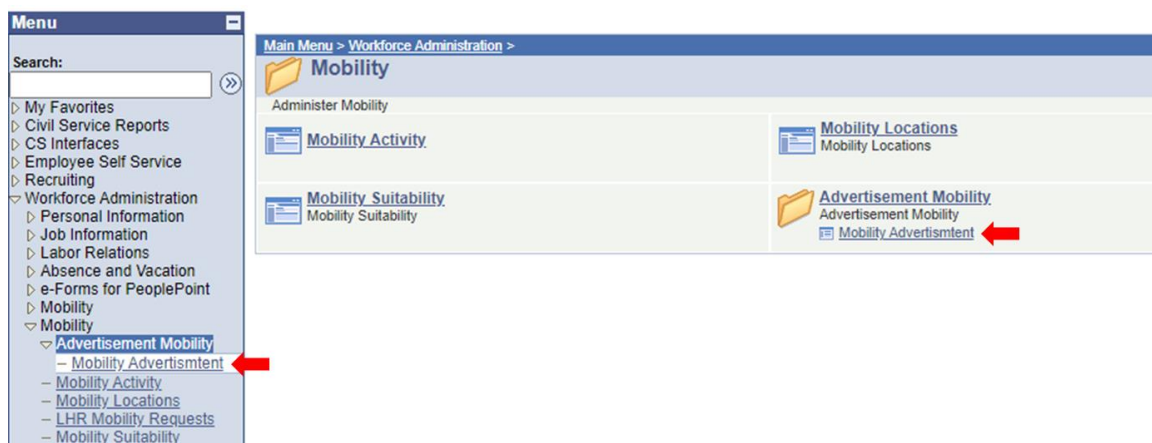
Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the "Mobility" link within Workforce Administration.





Select the “Mobility Advertisements” link.



STEP 2. Generate the list

Select “Search” to generate an unfiltered list of all advertisements made by your department and select the advertisement in question.



Find an Existing Value Add a New Value

▼ Search Criteria

Job Requisition: begins with

Business Unit: begins with

Location Code: begins with

Department: begins with

Job Code: begins with

Advert Status: =

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-13 of 13 Last

Job Requisition	Descr	Location Description	Department Description	Job Code	Establishment ID	Description	Job Category	Advert Status
80806	Principal Officer Positions	Portlaoise_Eircom Building	FSP2 Management	PQ	46	Region Supervisor	PQ	Active
80807	Assistant Principal Positions	Portlaoise_Eircom Building	FSP2 Bacteriology&Parasitology	AP	46	Lab staff	AP	Active
80808	Assistant Principal Positions	Brussels Other	FSP3 Vet Public Health Policy	AP	19	AP	AP	Active
80809	Assistant Principal Positions	Eng Div Tralee	FSP2 Food Chemistry Division	AP	(blank)	Role	AP	Active
80810	Principal Officer Positions	Agricultural Attache Rome	Minister of State 1	PQ	46	PO QA Head	PQ	Active
80811	Principal Officer Positions	Unknown Location	99	PO	46	Head of Corporate Legislation	PQ	Active
80812	Assistant Principal Positions	Eng Div Tralee	FSP2 Management	AP	45	AP	AP	Active

STEP 3. Closing the Advertisement

Once a position has been filled the advertisement can be closed to differentiate it from currently active applications.

Navigate to the 'Publish' tab and select the 'Close' option.

Division Responsibilities Essential Requirements Desired Requirements Publish

Closure and Publish Find View All First 1 of 1 Last

Closure Date 30/03/2021

Job Posting Contact JOBPOSTING@OFFICEHR@GOV.IE

Close

Fill out the required information on the closing pop-up and select 'OK' to close the advertisement.

Advert Closure Find View All First 1 of 1 Last

Please indicate if the position was filled via the mobility scheme ☒ Yes ☐ No

Please indicate the number of applications received for this role 11 - 15

OK Cancel



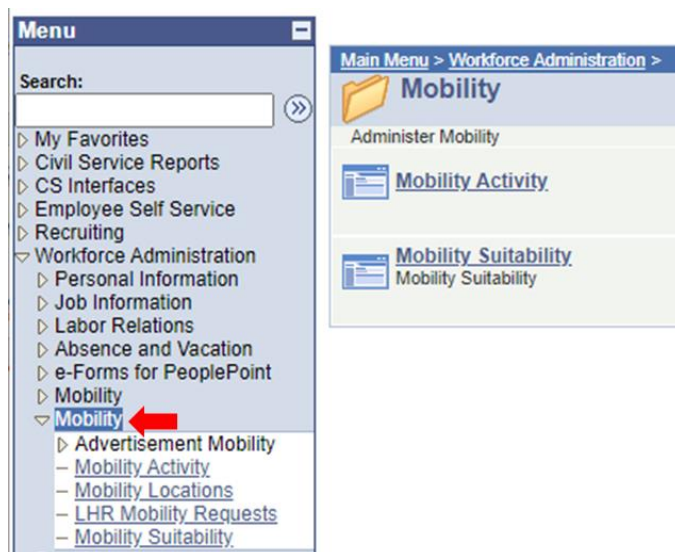
HOW TO: Cancel a Mobility Application

It is only possible to cancel an advertisement while it is in the Draft stage. Once published it is no longer possible for an advertisement to be cancelled.

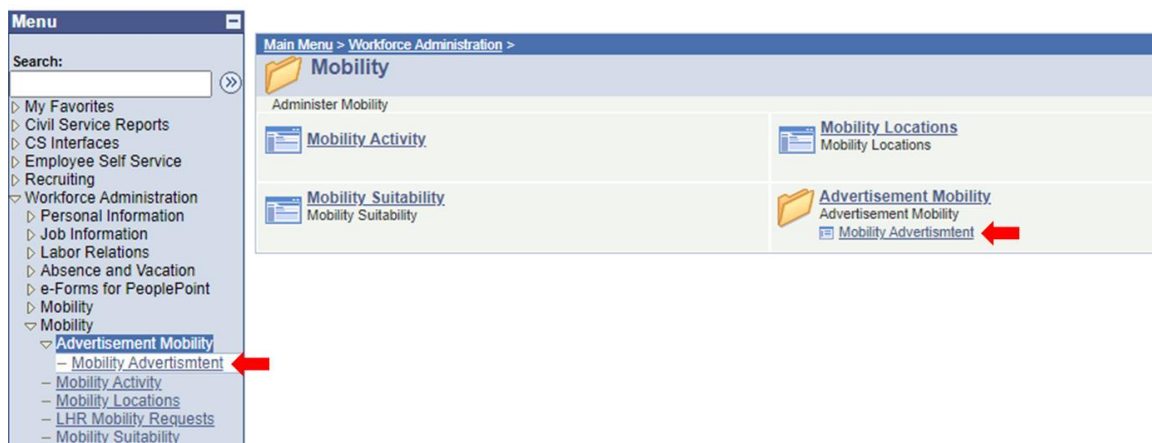
STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “Mobility Advertisements” link.



STEP 2. Generate the list

Select “Search” to generate an unfiltered list of all advertisements made by your department and select the advertisement in question.



Find an Existing Value Add a New Value

▼ Search Criteria

Job Requisition: begins with

Business Unit: begins with

Location Code: begins with

Department: begins with

Job Code: begins with

Advert Status: =

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-13 of 13 Last

Job Requisition	Descr	Location Description	Department Description	Job Code	Establishment ID	Description	Job Category	Advert Status
80814	Principal Officer Positions	Athlery (Mellows Campus)	Secretary General	PQ	20	PQ Role	PQ	Active
80815	Assistant Principal Positions	Eng Div. Cork	FSP2 Food Chemistry Division	AP	41	AP Role	AP	Active
80816	Assistant Principal Positions	Eng Div. Galway	SF Marine Engineering	AP	19	Assistant Principal	AP	Closed
80817	Assistant Principal Positions	Eng Div. Cork	PD1 Brexit Division	AP	(blank)	Job posting	AP	Draft
80818	Assistant Principal Positions	Kerry Ingredients(Listowel)	PD3 Crop Policy Prod & Safety	AP	27	Kerrygold	AP	Active

STEP 3. Cancelling the Advertisement

Navigate to the Publish tab and select 'Cancel'.

Please be aware that when selecting cancel, no confirmation box will appear.

Division Responsibilities Essential Requirements Desired Requirements Publish

Closure and Publish Find View All First 1 of 1 Last

Closure Date 11/05/2021 31

Job Posting Contact CSMOBILITY@AGRICULTURE.GOV.IE

Publish Cancel

Cancelled advertisements can still be viewed when searching on the Mobility Advertisement page.

Find an Existing Value Add a New Value

▼ Search Criteria

Job Requisition: begins with

Business Unit: begins with

Location Code: begins with

Department: begins with

Job Code: begins with

Advert Status: =

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-13 of 13 Last

Job Requisition	Descr	Location Description	Department Description	Job Code	Establishment ID	Description	Job Category	Advert Status
80815	Assistant Principal Positions	Eng Div. Cork	FSP2 Food Chemistry Division	AP	41	AP Role	AP	Active
80816	Assistant Principal Positions	Eng Div. Galway	SF Marine Engineering	AP	19	Assistant Principal	AP	Closed
80817	Assistant Principal Positions	Eng Div. Cork	PD1 Brexit Division	AP	1	Job posting	AP	Cancelled
80818	Assistant Principal Positions	Kerry Ingredients(Listowel)	PD3 Crop Policy Prod & Safety	AP	27	Kerrygold	AP	Active



Example Notification e-mail

Head of Corporate Legislation

Public Sector Body	Agriculture, Food & Marine
Location	Unknown Location
Department	99
Grade	Principal Officer
Job Category	Principal Officer Positions
Zone	Zone 46

Division Work Description:

Corporate Legislation Unit is currently focussed on researching, drafting and managing Covid-19 primary and secondary legislation. In conjunction with other relevant policy Units and their legislative priorities, the unit contributes to developing and managing cross-cutting legislative projects. A core function is the co-ordination of the Department's legislative programme and updates on Private Members Bills

Key Role Responsibilities:

Responsibilities include:

Leading on the drafting, finalising and processing of Covid 19 legislation and regulations

Briefing senior management and the Minister and his team on relevant issues, as appropriate;

Liaising with other Department's senior management as required on legislative and regulatory issues;

Liaising with the Office of the Parliamentary Counsel (OPC) and the Attorney General's Office (AGO) on the drafting of regulations and legislation;

Liaising with other Divisions of the Department on policy issues, in particular public health and international travel;

The successful candidate will have 25 staff reporting to them.

Essential Role Requirements:

A proven track record of delivering results;

Excellent interpersonal and communication skills with an ability to build and sustain effective relationships internally and with other Departments, organisations and stakeholders;

Excellent team leadership skills; and

An ability to familiarise oneself with a complex brief and technical issues.



Desired Role Requirements:

A legal background and/or knowledge of the legislative process

Job Posting JOBPOSTING@OFFICEHR@GOV.IE **Closure Date** 30/03/2021
Contact

Eligibility

As per the Terms and Conditions of the scheme, a staff member should only apply for a Mobility position if they have:

- (a) 2 years' service, or more, in their current grade;
- (b) 2 years' service, or more, in their current organisation;
- (c) 2 years' service, or more, in the current geographical 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 at clause **13** of the Terms and Conditions.

In the case of an applicant with a declared disability, the requirement for and/or the likely effectiveness of reasonable accommodation must be assessed.

Terms and Conditions regarding the scheme can be found the Department of Public Expenditure and Reform's [website](#).

