

The 'VISION ZERO' logo is displayed in a teal, sans-serif font, with 'VISION' stacked above 'ZERO'.

INFORMATION BOOKLET  
PLEASE READ CAREFULLY

The Road Safety Authority intends to hold an open competition for the formation of a panel for

**Temporary Driver Testers - Ref:07/23**

**Closing Date: 3:00pm on Tuesday 2nd of May 2023 (Or when the maximum capacity of 5000 applications has been reached)**

The Road Safety Authority is committed to a policy of equal opportunity.

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## **Temporary Driver Tester – Ref:07/23**

### **Road Safety Authority**

**Post:**

The Road Safety Authority (RSA) is tasked with improving safety on our roads in order to reduce death and serious injuries resulting from road collisions. The legal basis for the RSA is set out in the Road Safety Authority Act 2006. The RSA formally came into existence on the 1<sup>st</sup> of September 2006.

An objective of the RSA is to bring Ireland's road safety record into line with "best practice" countries throughout the World.

The achievement of this objective will involve cooperation with many stakeholders working in the area of Road Safety, including an Garda Síochána, Education sector, Health sector, Local Authorities, Courts Service, Transport Infrastructure Ireland, International Road Safety organisations, the European Union, the media and the general public.

Driver Testers undertake the important task of testing learner drivers to ensure they meet the necessary driving standard to drive safely on our roads.

**Nature of Employment:**

This is a temporary assignment in accordance with the general conditions of employment with a one-year probation period. The appointment will be under a fixed term contract as an unestablished temporary public servant with the Road Safety Authority which will be for up to a period of 22 months approx.

**Job Location:**

A Driver Tester's headquarters is determined by the Head of Driver Testing. The Driver Testing Service is a national service with over 57 test centre locations throughout the country. This panel is being established to fill vacancies nationwide on a temporary basis, and decisions around locations offered are based on operational demand. Driver Testers appointed may be required to attend a different location than their temporary headquarters for training.

**Directorate:**

Customer Operations

**Reporting to:**

Driver Tester Operations Supervisor

**Introduction:**

Since its establishment in 2006, the range of functions allocated to the Road Safety Authority by Government and legislation has grown substantially over the years. Further growth and diversity in functions is expected in the coming years and will be driven by the Government’s Road Safety Strategy 2021-2030 and subsequent Road Safety Transformation Programme, in addition to our corporate plan 2021-2024.

In 2020, RSA agreed our organisational values. They will guide our behaviour, the expectations we set ourselves and the experience of others who engage with us. These values will be embedded throughout the RSA in 2023 and must inform our strategy development, our transformation journey, and our engagements with both stakeholders and staff.

	<b>Integrity</b> We behave ethically, honestly and transparently.
	<b>Accountability</b> We value and appreciate each other’s contributions in achieving our goals.
	<b>Making a difference</b> Everything we do is to improve road safety.
	<b>Service excellence</b> We deliver innovative, responsive and accessible public services.
	<b>Collaboration and partnership</b> We foster inclusive and supportive working with staff and partners.

The RSA has embarked on its most important transformation journey to date, in the development of its Road Safety Transformation Programme (RSTP). This transformation is driven by Vision Zero, as outlined by governments and road safety agencies across the world, which sets out the road safety outcomes of Zero Fatalities and Zero Serious Injuries by 2050.

As part of this Vision Zero, which the Government in Ireland has committed to, is a 50% reduction in fatalities and serious injuries on Irish roads by 2030, as per Programme for Government (PfG) outcomes. Such improvement is extraordinary and transformational in scale.

### **Working Environment:**

Driver Testers presently work from over 57 Driving Test Centre locations in various towns and cities throughout the country. The normal maximum of eight driving tests a day is scheduled for Testers. Hours of attendance will be set from time to time by the Road Safety Authority, but the total hours will not amount to less than 41hrs and 15 mins (gross) per week.

RSA may wish to operate seven days a week so it is envisaged that Testers (dependent on location and demand in their assigned area) may be required to work on a 5/7 basis throughout the working week. Working 5 days out of a 7-day week which will mean any of the five days as opposed to Monday - Friday. This system may be subject to change. The holder of the post shall be required to work weekends, Bank and Public Holidays and undertake such overtime as considered necessary from time to time with additional payments, where applicable, being made for such occurrences.

Each Test Centre location contains basic office facilities from which oral tests are conducted and necessary administrative functions are carried out. Testers will be required to ensure that official documents used as part of their duties are maintained securely at all times.

It is the responsibility of the Driver Tester to comply with all protocols and procedures in place to ensure the safety of the Tester and members of the public using our services.

### **Key Elements of the Job/Duties and Responsibilities:**

- Driver Testers must conduct driving tests to a set standard and in accordance with prescribed procedures.
- The test is a formal examination, however, it is essential that the Tester puts the candidate at ease and conducts tests in a courteous and customer friendly manner.
- The normal work schedule covers eight to nine car driving tests daily, consisting of an oral examination on the Rules of the Road, technical checks relating to the vehicle and a practical driving test over a fixed route.
- The Tester checks that certain requirements for the test are met – that the applicant has a current valid learner permit, and that the vehicle for test is roadworthy and is representative of the category in which the applicant is being tested.
- The practical driving test is an assessment of the applicant's competence to drive safely and in accordance with the Rules of the Road. Key aspects of the test include starting and stopping the engine, moving off, dealing with traffic conditions on the test route, left and right turns, turnabout, hill start, reversing and hand

signals. When the test is completed, the Tester informs the applicant whether or not they have passed the test and issues a certificate accordingly.

- Throughout the driving test the Tester must give clear instructions concerning the route to be followed and the manoeuvres to be undertaken.
- The Tester must be present at the test centre each day and be prepared to take each applicant as they arrive, ensuring that all necessary details relating to the test is at hand and that they have an adequate supply of all necessary documentation to carry out the test.
- The Tester must undertake necessary administrative work at the commencement and conclusion of each test and where required furnish reports as may be requested by their manager.
- They must follow the guidance of supervisory staff and engage with necessary measures to supervise and monitor their work.
- From time-to-time, Testers may be required to provide emergency cover and conduct tests originally assigned to other Testers who are unable to conduct a test.
- In certain cases, a Tester may defer a decision to issue a Certificate of Competency (pass result) pending the production by the applicant of a medical report on their fitness to drive.
- The Tester must participate in relevant training in order to develop skills, knowledge and service standards.
- The Tester must participate in the continual improvement of working practices and development of enhanced systems and processes.
- The Tester must comply and adhere with all organisational policies, procedures and protocols.
- The Tester must work collaboratively and positively with Driver Testing Management in meeting its' objectives to provide the highest standard of Driver Testing possible.

*This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time by the Head of Driver Testing and Chief Driver Tester and to contribute to the development of the post while in the role.*

**Training:**

Driver Testers recruited on foot of this competition will undertake a training course, normally of seven weeks duration. The course embraces all aspects of the testing procedure and equips the trainee to conduct Category B (Car) tests. The course has two parts. The first part is designed to bring the trainee's driving skills and practices up to a high standard. The second part consists of training to enable the trainee to assess the competence of applicants against the standard set by the RSA as being acceptable for driving test purposes as well as the procedures and guidelines which underpins the driving test. The course also has a module concerning customer care so that trainees are familiar with this vital element of their work.

At the conclusion of the training programme the trainee is expected to be able to conduct driving tests for Category B vehicles in accordance with the procedures laid down by the RSA having regard to the need to demonstrate a high standard of customer care.

Refresher training for applicants previously employed by RSA will be aligned with normal practice where required.

**Where a trainee does not meet the necessary standard on the completion of the training programme they will not be appointed as a Driver Tester.**

During the course of the Initial Training Programme, trainees are headquartered at the training centre locations which may differ from normal headquarters. The training programme is overseen by the Driver Testing Training and Standards Manager and is a mix of classroom/online and practical training. Trainees are required to bring their own Category B vehicle for use during training and this must be a saloon car capable of carrying rear seat passengers and not a van-type vehicle, so that the Training Officer or Supervisor can accompany the trainee during training. Trainees must also bring their driving licence with them during training, and they must ensure it is in date.

The Road Safety Authority as an employer have followed public health advice and implemented suitable control measures to mitigate the risk of COVID-19 infection in the workplace. These measures must be complied with throughout the training programme where required.

On offer of employment, candidates will be asked to complete a number of online compliance modules ahead of commencement i.e., Child Protection. These links and modules will be made available to them by the HR department at the appropriate time.

### Essential Requirements:

The minimum requirements for a Driver Tester are laid out in Statutory Instrument 483 of 2011 as transposed from EU Directive 126/2006/EC.

### Candidates on or before Tuesday the 11<sup>th</sup> of April, 2023:

- Must hold a category B Car full licence, valid in the State, this includes licences from EU/EEA member states, for at least the past five years.
- Must hold a qualification equivalent to Level 5 on the Irish National Framework Qualifications (NFQ) or Level 4 on the European Qualifications Framework (EQF).
- Must have a satisfactory knowledge of the Rules of the Road, road procedures and the law relating to road traffic insofar as it concerns the driver of a mechanically propelled vehicle.
- Must have excellent customer service and interpersonal skills and be able to communicate clearly in writing and verbally.
- Must have the capacity to remain calm and courteous in dealing with driving test applicants, adopting a customer centric approach at all times.
- Must have strong administrative competencies including good IT skills.
- Must be legally eligible to work in the Republic of Ireland without restrictions.

If you are unsure if your educational qualification meets the necessary requirements, please refer to the Irish National Framework, which can be found here; <https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications>. We reserve the right to seek confirmation of these qualifications at a later date.

*Please note the Irish Leaving Certificate qualification is deemed as a Level 5 on the Irish National Framework. You must have successfully completed the Leaving Certificate for this to qualify as a Level 5 qualification.*

*If you do not have a copy of your qualification at the online application stage of this campaign, please submit evidence of your request to the educational institution or the state examination commission. We will provisionally accept your application on foot of this declaration, but please note a temporary offer will not be made until qualifications are verified. The qualification must have been completed before **Tuesday, 11<sup>th</sup> of April 2023***

**Desirable:**

- Have the confidence to take responsibility for achievement of objectives.
- Have good organisation skills.
- Have the ability to work effectively as part of a team.

**Key competencies for effective performance at this level:**

A Driver Tester will be required to be proficient in the following areas;

- **Technical competencies:** Ability to understand basic vehicle mechanics and dynamics and how they relate to the challenges faced by learner drivers.
- **Customer Service competencies:** Ability to deal with customers in a professional and courteous manner and show empathy towards driving test candidates.
- **Administrative competencies:** Ability to competently complete basic reports and effectively manage IT and devices within their role as a driver tester.

*Completing each stage of the recruitment process i.e., application, online assessments, interview and driving test satisfactorily, completing documentation and providing full and honest information at all stages of the process, undertaking a driving test and fulfilling HR requirements such as medical, satisfactory Garda clearance in advance of commencement is required. Job offers and subsequent employment if undertaken is dependent on all provisions being met.*

**Salary Scale:**

Based on a 41.25 hours per week gross or 35 hours net, successful candidates will be paid on the Driver Tester PPC scale.

<b>Point 1</b>		€ 42,356
<b>Point 2</b>		€ 45,114
<b>Point 3</b>		€ 47,624
<b>Point 4</b>		€ 49,197
<b>Point 5</b>		€ 50,649
<b>Point 6</b>		€ 52,108
<b>Point 7</b>	<b>Max</b>	€ 53,738
<b>Point 8</b>	<b>LSI1</b>	€ 55,227
<b>Point 9</b>	<b>LSI2</b>	€ 56,720

Salary is paid fortnightly; the Authority operates a contributory pension scheme. PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after the 6<sup>th</sup> of April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution). A different rate will apply where the appointee is not required to make a Personal Pension Contribution.



Long service increments may be payable after 3 years (LSI-1) and 6 years (LSI- 2) satisfactory service at the maximum of the scale.

Candidates should note that entry will be at point 1 of the above scale and will not be subject to negotiation. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Please note that candidates should note that different pay and conditions may apply, if, immediately prior to appointment, the appointee is a serving civil or public servant or has similar public service experience in a previous role.

**Outside Employment:**

The position is whole-time and the officer may not engage in private practice or be connected with any outside business, which would interfere with the performance of official duties. Candidates who are offered a contract of appointment as a temporary driver tester are precluded from being simultaneously active as a driving instructor.

**Hours of Attendance:**

RSA may wish to operate its driving test service over seven days a week so it is envisaged that Testers (dependent on location and demand in their assigned area) may be required to work on a 5/7 basis throughout the working week i.e., Working 5 days out of a 7-day week which will mean any of the five days as opposed to Monday – Friday. In addition, hours of attendance may not be as standard hours i.e., 9am - 5pm.

In addition to this and in line with Public Service agreements, we may wish to have extended operating hours in order to meet our customer needs. This system may be subject to change. The holder of the post shall be required to work weekends, Bank and Public Holidays and undertake such overtime as considered necessary from time to time with additional payments, where applicable, being made for such occurrences.

**Training:**

A person appointed as a result of this competition may be required to undergo any course of instructions or training (including academic education) which, in the opinion of the Road Safety Authority, would be relevant to the duties of the post.

**Probation:**

Candidates must satisfactorily complete a 12-month probationary period as part of the temporary appointment.

**Annual Leave:**

23 days per annum, rising to 24 days after 5 years' service, 25 days after 10 years' service, 26 days after 12 years' service and 27 days after 14 years' service. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

**Medical:**

A candidate will be required, prior to the temporary appointment, to pass a medical examination by a doctor nominated by the Authority. The Authority bears the cost of this examination.

**Superannuation and Retirement:**

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Road Safety Authority depending on the status of the successful appointee: Full details of the Scheme are at <https://singlepensionscheme.gov.ie/>

- a) In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from the 1<sup>st</sup> of January, 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers); Under the Single Public Service Pension Scheme retirement is compulsory on reaching 70 years of age. Minimum pension age is 66 years (but this will rise to 67 and 68 in line with State Pension age changes)
- b) An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on their substantive grade i.e., the grade at which the individual is employed in their parent organisation
- c) An individual who was a member of a "pre-existing public service pension scheme" as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will be a member of the Road Safety Authority's existing Staff Superannuation Scheme.
- d) Appointee's status for superannuation purposes  
At the time of being offered an appointment, the Road Safety Authority, in consultation with the Department of Public Expenditure and Reform, if necessary, will, in the light of the appointee's previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to

apply for the duration of the appointment. Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee's status. The following points should be noted:

**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 will 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 the 28<sup>th</sup> of July, 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**Pension Abatement:**

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. 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 Health Service Executive VER/VRS which, as outlined below, render a person ineligible for the competition) the entitlement to payment of 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.

**Ill-Health Retirement:**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health their 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. Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available to download here: <https://hr.per.gov.ie/en/publications/ill-health-retirement-linked-document/>

**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 that 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 the 1<sup>st</sup> of 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 moneys. 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.

**Eligibility to Compete:**

Candidates must, by the date of any 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 UK or Swiss citizen and has a stamp four 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 four 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 the UK or Switzerland and has a stamp four visa.

*To qualify candidates must be eligible by the date of any job offer.*

**Collective Agreement: Redundancy Payments to Public Servants:**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> of June 2012 to Personnel Officers introduced, with effect from the 1<sup>st</sup> of 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 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 (Circular Letter LG(P) 06/2013):**

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<sup>th</sup> of 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. Thereafter, the consent of the Minister will be required prior to re-employment. 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).

**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.

**Health:**

A candidate for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Headquarters:**

A Driver Tester’s headquarters is determined by the Head of Driver Testing (or designate), or other such place designated as appropriate by the Authority. The Driver Testing Service is a national service with over 57 Test Centre locations throughout the country.

This panel is being established to fill temporary vacancies on a nationwide basis, and decisions around locations offered are based on operational demand. The panel will initially be for a duration of two years.

Where a candidate who has previously operated as an Approved Driving Instructor (ADI) in the past 12 months and has been successful in the competition resulting in being offered a position as a Driver Tester, it is a further requirement of the RSA that they would not be headquartered in the location where they have conducted lessons for a 12-month period. This restriction is in place for a further 12 months where the ADI business is as a sole operator, and where the business is for example a family business, then the Driver Tester is prohibited from working in that Test Centre location while the business remains operational. The rationale behind this practice is complete transparency in the Driver Testing Service and inappropriateness of a Driver Tester

assessing a candidate to whom they have given lessons in their previous capacity as an ADI.

Similarly, if a candidate who has not operated previously as an ADI but has family connections to a School of Motoring/single operator ADI, they will not be headquartered as a Driver Tester at the location where their ADI family member operates. Candidates must indicate their entitlement to work legally in the State if and when requested.

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 of the successful candidate.

### **Character:**

A candidate for, and any person holding the office, must be of good character. 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 of the successful candidate.

## **The Selection Process**

### **How to Apply:**

Complete an online application form by clicking the “Apply now” button at [www.collinsmcnicholas.ie/consulting/rsa](http://www.collinsmcnicholas.ie/consulting/rsa)

Closing date: **3pm on Tuesday 2<sup>nd</sup> of May 2023** or when the maximum capacity of 5000 applications has been reached, whichever is sooner.

You will be required to upload a current CV as part of your application. Please update your CV appropriately before you commence completing the application form.

Information and advice on developing a CV can be found at

<https://www.collinsmcnicholas.ie/jobseekers/cv-guide>

Please ensure you have your updated CV ready to attach to your application before commencing your completion of the application form.

Applications will not be accepted after the closing date or when the maximum capacity of 5000 applications has been reached. Candidates must update their application with any changes to their details (such as a change in phone number or address etc) that may occur following the submittal of their application form by contacting [drivertesters@collinsmcnicholas.ie](mailto:drivertesters@collinsmcnicholas.ie)

The duration of the panel will be for a period of 2 years initially and may be extended by the CEO.

**Closing Date:**

Your application must be submitted no later than **3pm on Tuesday 2<sup>nd</sup> of May 2023**. Early application is encouraged as the application process has a maximum capacity of 5000.

If you have any questions, please contact [drivertesters@collinsmcnicholas.ie](mailto:drivertesters@collinsmcnicholas.ie) or call (091) 706 716 between 10am - 12pm and 2pm - 4pm Monday - Friday. A voicemail system will be in operation outside of these hours. All emails and voicemails will be responded to within 2 working days.

**Selection Process:**

The Selection Process may include the following recruitment processes and we provide indicative dates for when it is planned each stage will occur in the table below. Successful candidates at each stage will be informed of the date of each stage of the process.

Please note: All stages of this recruitment campaign up to Driving Test will be delivered online. The dates below are indicative only and may be subject to change. They are intended as a guide only.

Online Application System Open	Tuesday, 11 <sup>th</sup> of April – Tuesday, 2 <sup>nd</sup> of May 2023	Online – 3 weeks
Online Aptitude Assessments	Wednesday, 3 <sup>rd</sup> of May – Wednesday, 10 <sup>th</sup> of May 2023	Online – 7 days
Online Technical Test	Completed if invited to Online Competency-Based Interview stage	Online – Prior to attending interview
Online Competency-Based Interview	Monday, 15 <sup>th</sup> of May – Friday, 26 <sup>th</sup> of May 2023	Online – 2 weeks
Driving Test	Thursday, 1 <sup>st</sup> of June 2023 – Thursday, 29 <sup>th</sup> of June 2023	4 weeks approx.
Statement of Employment, Medical, Job Offers	July 2023 onwards	

Communications and invitations, for the most part, will take place via email. It is your responsibility to routinely check your email for updates regarding the recruitment and selection process. If you feel you should have received an email, but it is not appearing

in your inbox, please check your “junk” or “spam” folder. If you continue to be concerned, please contact [drivertesters@collinsmcnicholas.ie](mailto:drivertesters@collinsmcnicholas.ie) or call (091) 706 716 between 10am - 12pm and 2pm - 4pm Monday - Friday. A voicemail system will be in operation outside of these hours. All emails and voicemails will be responded to within 2 working days.

Candidates should make themselves available on any date(s) specified by the Road Safety Authority and should make sure that the contact details specified on the application form are correct.

The Road Safety Authority will not be responsible for refunding any expenses incurred by candidates.

In undertaking an application to this process, all candidates agree to participate fully in all assessments and exercises required as part of the process.

**Candidates are advised to prepare themselves for each stage of the process as previous experience alone will not guarantee success at any stage.**

#### **Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Road Safety Authority may decide that a number only will be called to interview. In this respect, the Road Safety Authority provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms and assessment results appear to be the most suitable for the position. Please note there is a maximum number of applications that can be accepted.

#### **Online Aptitude Assessments:**

Successful candidates at application stage will be invited to complete online verbal and attention to detail assessments. Candidates will be invited to complete the assessments via email. It is the responsibility of the candidate to routinely check their emails following the closing date for applications to ensure that they do not miss a completion deadline.

It is the responsibility of the candidate to ensure they have an up-to-date desktop/laptop to complete the online stages of the recruitment process. In addition to strong reliable broadband/Wi-Fi connection. Please refer to the [FAQ document](http://www.collinsmcnicholas.ie/consulting/rsa) on [www.collinsmcnicholas.ie/consulting/rsa](http://www.collinsmcnicholas.ie/consulting/rsa) for further information on system requirements for the online ability assessments.



### **Online Technical Test:**

Successful candidates at online aptitude test stage will be invited to complete the Online Technical Test. A link to access this test will be provided in the Invitation to Competency Based Interview email. Candidates must complete this test prior to the online interview. When candidates click on the link, the Survey Monkey platform will open. This test is similar to the RSA Driver Theory Test and will take the form of multiple-choice questions. This is an untimed test; however, it is imperative that candidates keep track of their time and complete the test within **40 minutes** of opening the link.

Once again, it is the responsibility of the candidate to routinely check their emails following the closing date for applications to ensure that they do not miss a completion deadline. Further, it is the responsibility of the candidate to ensure they have an up-to-date desktop/laptop to complete the online stages of the recruitment process. In addition to strong reliable broadband/Wi-Fi connection.

### **Online Competency Based Interview:**

Successful candidates from the online ability assessments and technical test will be invited to an online competency-based interview. Candidates will be assessed on competencies noted as vital to the role in the interview. Preparatory information will be provided to candidates prior to their attendance at interview.

Candidates will be asked to provide examples of their past experience relating to competencies outlined as essential to the role.

It is the responsibility of the candidate to ensure they have an up-to-date desktop/laptop to complete the online stages of the recruitment process. In addition to strong and reliable broadband/Wi-Fi connection.

Please note: the candidate is required to have a functioning microphone and camera/webcam on the device they are using for the online competency-based interview. The online interview will take place using Microsoft Teams, to find out more information on Microsoft Teams please click [here](#).

### **Driving Test:**

Candidates that are successful at Interview stage will be invited to attend a Driving Test. The test will cover all types of road and traffic situations including motorway driving and will include both a reverse and turnabout manoeuvre. The test, which will be conducted by two RSA Driver Tester supervisors, will last approximately 1 hour and the standard required to pass will be above that required of learner drivers sitting the state test. Candidates will be notified of the location of the assessment when they are invited to attend.

**Online Driver Declaration Form:**

Candidates may be asked for a copy of their Driver Statement in addition to their driving licence. Please be advised that this detail will be requested at the appropriate time.

**Expenses:**

The Road Safety Authority will not be responsible for refunding any expenses incurred by candidates. Successful candidates should make themselves available on the date(s) specified by the Road Safety Authority and should make sure that the contact details specified on the application form are correct. The RSA does not pay expenses for the purpose of attending for interview or taking up employment.

**References:**

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). Please be assured that we will only collect the details and contact referees should you come under consideration for the post. We will require e-mail addresses for all referees.

**Security Clearance:**

The applicant will be required to undergo a Garda Vetting process via an E vetting system should they come under consideration for employment. This will be co-ordinated by HR in the RSA. There is a requirement that this process be repeated every 2 years for Driver Tester roles. This is an important part of the recruitment process and any job offer will be dependent on a satisfactory clearance being received from the Gardaí.

**Confidentiality:**

We would like to assure you that protecting confidentiality is our number one priority. You can expect, and we guarantee, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

**Deeming of candidature to be withdrawn:**

Candidates who do not attend/complete any stage of the assessment process as required by the Road Safety Authority, or who do not, when requested, furnish such evidence, as the Road Safety Authority require in regard to any matter relevant to their candidature, will have no further claim to consideration.

If a temporary offer of employment is made and is then refused by the candidate, they will be removed from the panel and from any future job considerations in connection with this panel.

**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 our attention. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

If you have a query or complaint, please contact [drivertesters@collinsmcnicholas.ie](mailto:drivertesters@collinsmcnicholas.ie) or call (091) 706 716 between 10am - 12pm and 2pm - 4pm Monday - Friday. A voicemail system will be in operation outside of these hours. All emails and voicemails will be responded to within 2 working days.

**Candidates with Disabilities:**

The RSA has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

**Candidates' Obligations:**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

**Candidates must not:**

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- interfere with or compromise the process in any way.
- apply for this post without the legal entitlement to work in Ireland.

A third party must not impersonate 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/imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where a person has not been appointed to a post, they will be disqualified as a candidate and
- where a person has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

**Candidates must:**

- Comply with all safety measures as instructed by The RSA and Collins McNicholas to ensure the safety of all those participating in the recruitment process.
- Comply with all measures put in place by RSA during this process to safeguard applicants and staff.

**Other Important Information:**

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Road Safety Authority is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the Road Safety Authority will not be responsible for refunding any expenses incurred.

Prior to any candidate being considered for appointment to this position the Road Safety Authority may make all such enquiries including health checks that are deemed necessary to determine the suitability of that candidate. 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.

A panel will be formed from which temporary vacancies may be filled from this campaign within the next 2 years or as designated by the CEO. Should the person recommended for appointment decline, or having accepted it relinquish it, the Road Safety Authority may at its discretion, select and recommend another person for appointment on the results of this selection process.

**Use of Recording Equipment:**

The RSA does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

**General Data Protection Regulation (GDPR):**

When your application form 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 become part of your personnel record within the Road

Safety Authority. Such information held is subject to the rights and obligations set out in the GDPR.

To make a right of access request under Article 15, please submit your request in writing to: [drivertesters@collinsmcnicholas.ie](mailto:drivertesters@collinsmcnicholas.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant records. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.