



Údarás Um Shábháilteacht Ar Bhóithre  
Road Safety Authority

INFORMATION BOOKLET AND APPLICATION DOCUMENTS  
PLEASE READ CAREFULLY

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

**Driver Testers (Ref:16/20)**

**Closing Date: 12pm on Friday, 08 January 2021 (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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## ***Driver Testers***

### ***The Road Safety Authority***

***POST:***

**Driver Testers (Ref 16/20)**

**Role of the Road Safety Authority**

The Road Safety Authority (RSA) is tasked with improving safety on our roads in order to reduce death and injury 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 1st 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 the Gardai, education sector, health sector, local authorities, National Roads Authority, international road safety bodies, 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:***

The initial appointment will be under a fixed term contract as an unestablished temporary public servant with the Road Safety Authority which will be for a period of **22 months**. The RSA intends to create a panel of Driver Testers which will remain open for a period as defined by the HR Manager following the recruitment process. The panel will initially be for a duration of two years.

***Headquarters:***

A Driver Tester's headquarters is determined by the Head of Driver Testing or other such place designated as appropriate by the Authority. The Driver Testing Service is a national service with 53 Test Centre locations throughout the country. This panel is being established to fill vacancies nationwide on a fixed term basis, and decisions around locations offered are based on operational demand.

***Reporting to:***

Driver Tester Operations Supervisor

## 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 s/he has 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 s/he has an adequate supply of all necessary documentation to carry out the test and ensure all protocols to ensure both the candidates and their own safety are strictly adhered to.
- 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 and procedures.
- 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.*

## **Working Environment**

Driver Testers presently work from 53 Driving Test Centre locations located in various towns and cities throughout the country. The normal maximum of eight/nine 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 43hrs 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 the new protocols and procedures that have been brought in to ensure the safety of the Tester and members of the public who use our services during the current pandemic.

## **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.

Where a trainee does not meet the necessary standard on the completion of the training programme s/he 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 **have yet to be determined**. 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.**

On offer of employment, candidates will be asked to complete a number of online compliance modules ahead of commencement i.e. Child Protection, HR COVID-19 induction, completion of return to work forms etc. These links and modules will be made available to them by the HR department at the appropriate time.

## **QUALIFICATIONS AND EXPERIENCE**

### **1. 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 22 December 2020:**

- Must hold a category B Car full licence, valid in the State, this includes licenses from EU member states, for at least the past 5 years (this includes UK/NI licences).
- 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.
- 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://nfq.qqi.ie/> and the European Framework that can be found here; <https://nfq.qqi.ie/qualifications-frameworks.html>. 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.

Please refer to the FAQ document on <https://www.collinsmcnicholas.ie/wp-content/uploads/2017/12/Frequently-Asked-Questions-14-Dec-2017-1.pdf> for further information on system requirements for the online assessments.

#### **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 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 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.

## **PAY AND WORKING CONDITIONS**

**Salary Scale:** The salary scale for this position is as follows:

|   |      |        |
|---|------|--------|
| 1 |      | 38,936 |
| 2 |      | 41,535 |
| 3 |      | 43,901 |
| 4 |      | 45,383 |
| 5 |      | 46,751 |
| 6 |      | 48,121 |
| 7 | Max  | 49,642 |
| 8 | LSI1 | 51,022 |
| 9 | LSI2 | 52,400 |

**PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution).**

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

### **Important Note:**

Candidates should note that entry will be at the **minimum of the scale (Point 1)** and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Candidates should note that different pay and conditions may apply, **if, immediately prior to appointment**, the appointee is a serving civil or public servant.

**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 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. 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.

***Training:***

***Annual Leave:***

23 days per annum, rising to 24 days after 5 years' service and 25 days after 10 years' service.

This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

***General:***

Salary is paid fortnightly; the Authority operates a contributory pension scheme, which new employees must join. Further clarification on pension history will be sought by HR at offer stage.

***Expenses:***

The Authority does not pay expenses for the purpose of attending for interview or taking up employment.

***Medical:***

A candidate who is not already in permanent employment of the Authority will be required, prior to 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:

- (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 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers);

(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 Department of Transport, Tourism and Sport, 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 28 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.

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during their re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single

Scheme and Other Provisions) Act 2012.

**Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, 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.

#### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

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

#### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

#### **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.

#### **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.

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

For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

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

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

People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

We would also ask that candidates refer to "Department of Health and Children Circular (7/2010)" to confirm their eligibility if they have availed of the Targeted Voluntary Early Retirement (VER) Scheme and/or the Voluntary Redundancy Schemes (VRS).

### **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.

## GENERAL MATTERS

### 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.

### Character

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

### 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 53 Test Centre locations throughout the country. This panel is being established to fill 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 in 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 as it is inappropriate that a Driver Tester would assess a candidate who they have given lessons to 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.**

## THE SELECTION PROCESS

### **How to Apply**

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

**Closing date:** 12pm on Friday the 8<sup>th</sup> January 2021 or when the maximum capacity of 5000 applications has been reached.

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 <http://www.collinsmcnicholas.ie/jobseekers/cvs/> 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)

### **Closing Date**

**Your application must be submitted not later than 12pm on Friday the 8<sup>th</sup> January 2021. 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 **091-706 719** between 10am - 12pm and 1pm - 3pm 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.

**Please note: Collins McNicholas Recruitment & HR Services Group will be closed for the Christmas holiday on 24<sup>th</sup> December – 26<sup>th</sup> December 2020 and on the 1<sup>st</sup> January 2021. Emails and voicemails will not be responded to during this period.**

**Please note: The phone lines will be open from 10am – 1pm on Monday 28<sup>th</sup> December – Thursday 31<sup>st</sup> December 2020.** 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 in accordance with the current COVID-19 restrictions and guidelines.**

**The dates below are indicative and are subject to change.**

|  |   |  |
|--|---|--|
| Online Application System Open               | December 22 <sup>nd</sup> 2020 – January 8 <sup>th</sup> 2021 <b>(Or when the maximum capacity of 5000 applications has been reached)</b> | Online                                 |
| Online Aptitude Assessments                  | January 12 <sup>th</sup> – January 18 <sup>th</sup> 2021  | Online                                 |
| Online Technical Test                        | January 20 <sup>th</sup> – January 22 <sup>nd</sup> 2021  | Online                                 |
| Online Competency Based Interview            | January 25 <sup>th</sup> – February 5 <sup>th</sup> 2021  | Online                                 |
| Online Assessment Centre                     | February 15 <sup>th</sup> – February 26 <sup>th</sup> 2021  | Online                                 |
| Driving Test                                 | March 2021  | Face-to-Face; Location to be confirmed |
| Statement of Employment, Medical, Job Offers | March / April 2021  | TBC                                    |

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 - 706 719** between 10am - 12pm and 1pm - 3pm 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.

**Please note: Collins McNicholas Recruitment & HR Services Group will be closed for the Christmas holiday on 24<sup>th</sup> December – 26<sup>th</sup> December 2020 and on the 1<sup>st</sup> January 2021. Emails and voicemails will not be responded to during this period.**

**Please note: The phone lines will be open from 10am – 1pm on Monday 28<sup>th</sup> December – Thursday 31<sup>st</sup> December 2020.** 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 on <https://www.collinsmcnicholas.ie/wp-content/uploads/2017/12/Frequently-Asked-Questions-14-Dec-2017-1.pdf> 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, find out for more information on Microsoft Teams please click [here](#).**

## **Online Assessment Centre**

Successful candidates from the interview will be invited to an online assessment centre.

Exercises will include:

- Role Play
- Situational Judgement Test

Candidates will be assessed on competencies noted as vital to the role in an interactive process. Preparatory information will be provided to candidates prior to their attendance at assessment centre.

**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 assessment centre. The online assessment centre will take place using Microsoft Teams, for more information on Microsoft Teams please click [here](#).**

Assessments may include:

### **Role Play**

Candidates will be presented with a fictional role and scenario relevant to the role applied to. They will be assessed on their behaviours in this assumed role.

### **Situational Judgement Test**

Candidates are asked to choose the most appropriate action when faced with outlined workplace situations.

### **Driving Test**

Candidates that are successful at both Interview stage and assessment centre will then 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.

**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 recruitment process.**

### **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.

### **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). One of these must be your current or most recent employer to whom you reported directly. Please be assured that we will only collect the details and contact referees should you come under consideration for the post.

### **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 two 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 an offer of employment is made and refused, candidates will be removed from the Driver Tester panel from any future job considerations.

### **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 - 706 719** between 10am - 12pm and 1pm - 3pm 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.

**Please note: Collins McNicholas Recruitment & HR Services Group will be closed for the Christmas holidays on 24<sup>th</sup> December – 26<sup>th</sup> December 2020 and on the 1<sup>st</sup> January 2021. Emails and voicemails will not be responded to during this period.**

**Please note: The phone lines will be open from 10am – 1pm on Monday 28<sup>th</sup> December – Thursday 31<sup>st</sup> December 2020.** A voicemail system will be in operation outside of these hours. All emails and voicemails will be responded to within 2 working days. Feedback will be provided on written request to [drivertesters@collinsmcnicholas.ie](mailto:drivertesters@collinsmcnicholas.ie)

## **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 Recruitment & HR Services Group to ensure the safety of all those participating in the recruitment process.
- Comply with all public health guidance in addition to COVID-19 pre checks, please note these may be subject to change.

## **Other Important Information**

Only submitted applications will be accepted into the competition. Candidates must inform the relevant recruitment unit in Collins McNicholas Recruitment & HR Services Group of any changes to their details once they have submitted their application form.

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 for 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/training 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 initially future temporary vacancies will be filled from this campaign within the next 2 years or as such is designated by the CEO. Permanent positions should they arise may also be filled from this panel. An offer of a fixed term contract is not a guarantee of permanent offer at a later date.

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.

### **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: Data Protection Representative, Millbrook House, Kennedy Parade, Sligo or by email [data@collinsmcnicholas.ie](mailto:data@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.