

The logo for VISION ZERO, with 'VISION' above 'ZERO' in a teal, stylized font.

INFORMATION BOOKLET  
PLEASE READ CAREFULLY

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

**Driver Testers - Ref:14/24**

**Opening Date: Thursday, 19 September 2024**

**Closing Date: 3.00pm on Thursday, 10 October 2024**

***(Or when the maximum capacity of 1000 applications has been reached)***

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

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## **Driver Tester – Ref:14/24**

### **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 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 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 permanent assignment in accordance with the general conditions of employment with a one-year probation period.

**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 guide our behaviour, the expectations we set ourselves and the experience of others who engage with us. These values were embedded throughout the RSA in 2022 and 2023 and inform our strategy development, our transformation journey, and our engagements with both stakeholders and staff.



**Integrity**

We behave ethically, honestly and transparently.



**Accountability**

We value and appreciate each other’s contributions in achieving our goals.



**Making a difference**

Everything we do is to improve road safety.



**Service excellence**

We deliver innovative, responsive and accessible public services.



**Collaboration and partnership**

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.

**Job Location:**

A Driver Tester’s headquarters is determined by the Head of Driver Testing Operations. The Driver Testing Service is a national service with approximately 60 Test Centre locations throughout the country.

The decisions around locations offered are based on operational demand. Vacancies for which you may be considered will extend only to a city/town in your chosen location.

Candidates must select at least 1 location and up to a maximum of 2. Posts will be offered to candidates in these locations only, based off their order of merit placing on the panel and vacancies available.

**You should only select a location where you would be prepared to work if offered an appointment. Once you have submitted your location choice, changes will not be permitted after the closing date of the competition. No exceptions will be made.**

Important Note: The highest proportion of roles in this competition will be based in the following areas: Dublin South, Dublin North and Cork. Candidates should be aware that vacancies may not arise in all of the below locations while this panel is active. Placement on the panel is not a guarantee of an offer.

Dublin South	Kildare	Monaghan
Dublin North	Kilkenny	Offaly
Carlow	Laois	Roscommon
Cavan	Leitrim	Sligo
Clare	Limerick	Tipperary
Cork	Longford	Waterford
Donegal	Louth	Westmeath
Galway	Mayo	Wexford
Kerry	Meath	Wicklow

**Working Environment:**

Driver Testers presently work from approximately 60 Driving Test Centre locations located in various towns and cities throughout the country. 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 in the future, 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 and equipment 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, generally covers eight 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, provides feedback 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.
- The Tester must undertake necessary administrative work with a high level of attention to detail 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 colleagues and line managers 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.*

**ADI employment and ADI declaration:**

Please note that if you are currently an ADI or have been in the past 12 months, there are certain restrictions in place in relation to your HQ location. Please refer to the FAQ document for further information.

**Training:**

Driver Testers recruited on foot of this competition will undertake a training course, normally of seven weeks duration. Newly appointed testers, may be required to attend a different training location than their permanent headquarters for the 7-week training period. Training locations will be assigned at the discretion of management.

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 driver tester does not meet the necessary standard as assessed through continuous assessment and final 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 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 certain periods of the training and this must be 4/5 door manual vehicle capable of carrying rear seat passengers and not a van-type vehicle, so that the Training Officer and/or Supervisor can accompany the trainee during training.

Trainees must bring their driving licence with them during training and they must ensure it is in date. Trainees must ensure that their vehicle is fully compliant with all relevant legislation.

New Driver Testers will be asked to complete a number of online compliance modules ahead of commencement of live testing i.e., Child Protection, Protected Disclosures, etc. 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 Thursday, 19<sup>th</sup> September 2024:**

- 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 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). [The National Framework of Qualifications | Quality and Qualifications Ireland \(qqi.ie\)](https://www.qqi.ie)
- 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 & attention to detail.
- 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>. This must be submitted with your application form.

*Please note the current Irish Leaving Certificate qualification is deemed as a level 5 on the Irish National Framework, but the Leaving Certificate Applied is a Level 4 and would not qualify. You must have successfully completed a level 5 qualification to qualify. Evidence will be required.*

*You must submit a copy of your qualifications, category B full licence and confirm eligibility to work in Ireland without restrictions with your application form.*



*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 permanent offer will not be made until qualifications are verified. The qualification must have been completed before **Thursday, 19th September 2024**.*

**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.
- Irish language skills.

The RSA is fully committed to fulfilling obligations under the Official Languages Act. It is intended that vacancies arising which require staff to provide a full range of services through the Irish language (Functional Bilinguals) may be filled from this competition. Candidates who indicate their interest and who are successful at the final selection stages will be required to undergo certain assessments though Irish, e.g. interview and written test, prior to being considered for such a position.

**Key Public Service Competencies for effective performance at this level:**

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

- **Specialist Knowledge and Expertise competencies:** Ability to understand basic vehicle mechanics and dynamics and how they relate to the challenges faced by learner drivers.
- **Drive and Commitment to Public Service Values competencies:** Ability to deal with customers in a professional and courteous manner and show empathy towards driving test candidates.
- **Delivery of Results and Communication Skills competencies:** Ability to competently complete basic reports and effectively manage IT and devices within their role as a driver tester.
- **Analysis and Decision Making:** A driver tester must make difficult decisions on a daily basis under pressure.

*Completing each stage of the recruitment process i.e., application, online assessments, interview and driving assessment satisfactorily, completing documentation and providing full and honest information at all stages of the process. Fulfilling all HR requirements such as satisfactory medical & 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>	<b>€44,673</b>
<b>Point 2</b>	<b>€47,459</b>
<b>Point 3</b>	<b>€49,994</b>
<b>Point 4</b>	<b>€51,583</b>
<b>Point 5</b>	<b>€53,092</b>
<b>Point 6</b>	<b>€54,621</b>
<b>Max</b>	<b>€56,329</b>
<b>LSI1</b>	<b>€57,889</b>
<b>LSI2</b>	<b>€59,455</b>

**Important Note:** 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.

**Candidates should note that different pay and conditions may apply, if, prior to appointment, the appointee is currently or was a serving civil or public servant in a driving assessment role. Incremental credit will be investigated at onboarding stage.**

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 6 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.

**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.

**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 before a permanent appointment can be confirmed.

**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 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 successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the public service at the time of being offered an appointment. In general, an appointee who has never worked in the public service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <https://singlepensionscheme.gov.ie/>.

Where the appointee has worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

**Pensionable Age:** The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.

**Retirement Age:** Scheme members must retire at the age of 70.

Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI). Post retirement pension increases are linked to CPI.

**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.

**Important 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 RSA will support an application for an abatement waiver in respect of appointments to this position.**

**Ill-Health Retirement:**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her 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: [III Health Retirement \(IHR\) \(publicservicepensions.gov.ie\)](http://publicservicepensions.gov.ie)

**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 1 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 has a stamp 4 visa\* or stamp 5 visa;

\*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

**Important Note:** To qualify candidates must meet one of the citizenship criteria above by the date of any job offer. Candidates must indicate their entitlement to work legally in the State if and when requested.

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

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st 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 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 approx. 60 Test Centre locations throughout the country.

The panel is being established to fill vacancies on a regional basis, and decisions around locations offered are based on operational demand. The panel will initially be for a duration of 1 year, and can be extended by the CEO.

**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 Thursday, 10 October 2024** or when the maximum capacity of 1000 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 1000 applications has been reached. Please note, you can only submit one application to this specific competition. Should you submit multiple applications, this may void your submission.

The duration of the panel will be for a period of 1 year initially and may be extended by the CEO.

### Closing Date:

Your application must be submitted no later than **3pm on Thursday, 10 October 2024**. Early application is encouraged as the application process has a maximum capacity of 1000.

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:

Successful candidates will be informed of the date of next stage of the process by e-mail.

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.

Please note: The phone lines will be open 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.

### **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.

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:**

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 appear to be the most suitable for the position. Please note there is a maximum number of applications that can be accepted.

### **Online Technical Test:**

Successful candidates will be invited to complete an online technical test. This test is similar to the RSA Driver Theory Test and will take the form of multiple-choice questions.

A link to access this online test will be issued to the candidate's e-mail. When candidates click on the link, the online test platform will open. Further detail will be provided, with the information to complete at this stage.



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.

**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.

**Important Note: Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.**

**Driving Assessment:**

Candidates that are successful at Interview stage will be invited to attend a Driving Assessment. 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. For further details, refer to the FAQ.

**Important Note: Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.**

**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). 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 periodically 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.

**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 or [drivertesters@collinsmcnicholas.ie](mailto:drivertesters@collinsmcnicholas.ie) 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.
- breach the confidentiality of the recruitment process through social media.

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.
- Must be available to take up a position within a reasonable time frame.

**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.

**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 vacancies may be filled from this campaign over the next 1 year 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.

**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.