



Údarás Náisiúnta Míchumais
National Disability Authority

Candidate Information Booklet

The National Disability Authority is committed to a policy of equal opportunity. The National Disability Authority will run this recruitment process in alignment with best practice for the Appointment to Positions in the Civil Service and Public Service prepared by [Commission for Public Service Appointments](#) (CPSA).

National Disability Authority
25 Clyde Road
Dublin D04 E409

www.nda.ie

Telephone: (353) 01 608 0400



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Grade:	Executive Officer, Web Accessibility Directive (WAD), Permanent, Full Time
Reports to:	Senior Standards & Monitoring Officer (WAD)
Employing Authority:	National Disability Authority
Location:	25 Clyde Road, Ballsbridge, Dublin D04 E409

The National Disability Authority (NDA) is the independent statutory body that provides expert advice to the Minister for Children, Equality, Disability, Integration and Youth on policy and practice relating to persons with disabilities. In practice, the NDA delivers on this role through advising officials in the Department of Children, Equality, Disability, Integration and Youth, and in other Government Departments and key state agencies, as well as direct advice to the Minister.

The National Disability Authority's statutory functions include:

- To act as a central national body to assist the Minister in the co-ordination and development of disability policy
- To undertake, commission or collaborate in research projects and activities and to assist in the development of statistical information for the planning, delivery and monitoring of disability programmes and services
- To advise the Minister on standards for disability programmes and services, to prepare codes of practice and to monitor the implementation of standards and codes in this regard
- To monitor the employment of people with disabilities in the public sector
- To promote, through the Centre of Excellence in Universal Design, accessibility and the principles of universal design in relation to products, Information Communications Technology, and the built environment.

Further information is available on the NDA's website at <http://www.nda.ie> and on the Centre for Excellence in Universal Design website at <http://www.ceud.ie>

The Centre for Excellence in Universal Design (CEUD) was established with effect from 1 January 2007 as part of the (NDA) in accordance with the requirements in the Disability Act 2005.

Job Description

The NDA wishes to appoint an Executive Officer Web Accessibility Directive (WAD) within the Centre for Excellence in Universal Design, Standards and Monitoring (CEUDSM) Department. The appointment will be made on a full-time and permanent basis. The post-holder will initially report to the Senior Standards & Monitoring Officer (WAD) or his/her nominee.

The post-holder will fulfil the duties of Accessibility Reviewer within the NDA but may be redeployed at Executive Officer Level to another area of work within the organisation, as required. As Accessibility Reviewer, the post holder will be required to conduct accessibility reviews of public bodies' websites and mobile app to assess compliance with the Web Content Accessibility Guidelines and/or the European Standard, EN 301 549 and other requirements as set out in the EU Web Accessibility Directive.

The successful implementation of this role requires a number of key relationships to be fostered and developed. These will include relationships with colleagues and personnel from a range of agencies, including the public and private sectors and representative organisations of people of any age, size, ability or disability. A high degree of flexibility and creativity will be required.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of the NDA and to promote its policies at all times.

Main Duties and Responsibilities

The core duties and responsibilities will include the following:

- To assist in the conducting of in-depth and simplified accessibility reviews of websites and mobile apps against the Web Content Accessibility Guidelines/EN 301 549;
- To deliver the results of accessibility reviews against strict deadlines;
- To publish the results of accessibility reviews in accessible formats such as PDF or HTML;
- To assist with the production of a periodic monitoring report as described under the statutory instrument (SI) and the EU WAD Directive for approval by the NDA board and submission to the Minister for Communications, Climate Action and the Environment;
- To assist communications with public bodies undergoing monitoring including feedback and query answering in relation to the results of accessibility reviews carried out against WCAG 2.1;



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- To support the redevelopment and ongoing updating of NDA guidance on the Web Accessibility Directive for a variety of roles including communications personnel, IT managers, web developers and designers, procurement officers and access officers;
- To keep abreast of and understand the implications of technical developments in the fields of website and mobile app accessibility testing;
- To keep abreast of and understand the implications of technical developments in Assistive Technology and monitoring tools and methods;
- To keep abreast of all developments pertaining to standards and guidance on web accessibility at national, European and International level including EN 301 549 and WCAG 2.1;
- To advise on strategic and operational developments related to website and mobile app strategy and practice across the public sector at an appropriate level in relation to the Web Accessibility Directive;
- To engage with multiple stakeholder groups including the public sector, web design agencies and disability groups in relation to the Web Accessibility Directive;
- To support and work closely with NDA's Centre for Excellence in Universal Design, and Policy, Research and Public Affairs staff in cross-functional and interdepartmental projects;
- To carry out such other duties as may be assigned from time to time by head of Department or line manager;
- Manage performance and supervise staff where so required;
- Undertake training and development as required.
- Any other duties as assigned.

Note: The duties and responsibilities enumerated in this job description should not be regarded as comprehensive in scope and may be added to or altered as required.

Person Specification

In applying for the post, applicants are strongly advised to clearly demonstrate how they fulfil the following essential requirements and competencies. The selection process may include short-listing of candidates on the basis of the information provided in the application form. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements for the post.

The following criteria are considered **essential** for the post:

- Minimum of 3 years relevant prior experience in a similar post;
- Excellent ICT skills, proficient in the use of key applications such as web and/or mobile app authoring or auditing tools;



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- Experience of the development of ICT solutions to support organisational effectiveness;
- Experience in supporting communications activities, such as meetings and events;
- Strong writing skills and proven ability to meet deadlines;
- Possess planning skills with high attention to detail and accuracy;
- Excellent administration/organisational skills to deliver the best possible results;
- Experience of managing multiple priorities coupled with the ability to work on a varied range of projects;
- Self-starter, demonstrating initiative and confidence, with excellent interpersonal and communication skills, with ability to work as a team player, with flexibility and openness to change;
- Capacity to take ownership of tasks and the determination to see them through to a satisfactory conclusion.

The following criteria are considered **desirable** for the post:

- Prior training in web and/or mobile accessibility auditing
- Experience in the delivery of technical reports within a similar organisation

Competencies for role at Executive Officer Level:

People Management

1. Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
2. Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
3. Values and supports the development of others and the team
4. Encourages and supports new and more effective ways of working
5. Deals with tensions within the team in a constructive fashion
6. Encourages, listens to and acts on feedback from the team to make improvements
7. Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis & Decision Making

1. Effectively deals with a wide range of information sources, investigating all relevant issues
2. Understands the practical implication of information in relation to the broader context in which s/he works –procedures, divisional objectives etc.
3. Identifies and understands key issues and trends
4. Correctly extracts & interprets numerical information, conducting accurate numerical calculations



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5. Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

Delivery of Results

1. Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
2. Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
3. Constructively challenges existing approaches to improve efficient customer service delivery
4. Accurately estimates time parameters for project, making contingencies to overcome obstacles
5. Minimises errors, reviewing learning and ensuring remedies are in place
6. Maximises the input of own team in ensuring effective delivery of results
7. Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal & Communication Skills

1. Modifies communication approach to suit the needs of a situation/ audience
2. Actively listens to the views of others
3. Liaises with other groups to gain co-operation
4. Negotiates, where necessary, in order to reach a satisfactory outcome
5. Maintains a focus on dealing with customers in an effective, efficient and respectful manner
6. Is assertive and professional when dealing with challenging issues
7. Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self Development

1. Displays high levels of skills/ expertise in own area and provides guidance to colleagues
2. Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
3. Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Drive & Commitment to Public Service Values

1. Is committed to the role, consistently striving to perform at a high level
2. Demonstrates flexibility and openness to change
3. Is resilient and perseveres to obtain objectives despite obstacles or setbacks
4. Ensures that customer service is at the heart of own/team work
5. Is personally honest and trustworthy
6. Acts with integrity and encourages this in others



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Selection Process Guide

How to Apply

All candidates should download and complete the application form. Once the application form has been completed, please return it, along with a cover letter (max 2 pages), to recruitment@nda.ie.

Applications will not be accepted after the closing deadline of Monday 22nd November 2021 at 11 a.m. GMT.

Due to current restrictions we are unable to accept hard copy applications submitted by post. All applications must be submitted by email for consideration.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact recruitment@nda.ie.

The onus is on each applicant to ensure that they are in receipt of all communication from The National Disability Authority. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

The National Disability Authority accepts no responsibility for communication not accessed or received by an applicant.

The National Disability Authority is an equal opportunities employer. Applications would be particularly welcome from persons with disabilities. Reasonable accommodations can be provided.

Selection Process

The Selection Process will include the following:

- Submission of application (Application form and cover letter)
- Shortlisting of candidates based on the information contained in their application
- Interview

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you 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 National Disability Authority may decide that a smaller number of applicants will only be called to interview. In this respect, the National Disability Authority provide for the operation of a shortlisting 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.



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An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interests to provide a precise, detailed, accurate account of your qualifications/experience in your application.

A panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

Other Important Information

The National Disability Authority will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the National Disability Authority is satisfied that such a person fulfils the requirements 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 requirements as outlined above but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the National Disability Authority will make all such enquiries 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.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this recruitment process.



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Candidates' Rights - Review Procedures in relation to the Recruitment Process

The National Disability Authority will consider requests for review in alignment with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the [Commission for Public Service Appointments](#).

Should a candidate be unhappy with an action or decision in relation to their application they can seek feedback. An initial review will be carried out internally by the Corporate Services Department as to why their application was deemed unsuccessful. The outcome of this review will be sent to the candidate in written format.

- To request an initial review, a candidate must write to the NDA within 5 working days of receiving notification of the decision on their application. The NDA will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within 2 working days of receiving notifications of the outcome of the initial review.
- The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.

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
- A third party must not personate 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/or imprisonment.

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

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must

- Have the knowledge and ability to discharge the duties of the post concerned



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- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned and if successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position;
 - Be passed medically fit to take up the appointment.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the National Disability Authority, or who do not, when requested, furnish such evidence as required by the Authority relevant to their candidature, will have no further claim to consideration.

Citizenship Requirement

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Under the Common Travel Area UK citizens may apply. Swiss citizens under EU agreements may also apply.

Data Protection Act 2018

When your application 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 as part of the recruitment process. Such information held by the NDA and the employing organisation is subject to the rights and obligations set out in the Data Protection Act 2018. For more information on how we retain and use your personal data, please review the [National Disability Authority's Privacy Policy](#) which includes instructions on their right to withdraw consent at any point.

To make a subject access request under the Data Protection Act 2018, please submit your request in writing to: Data Protection Officer, National Disability Authority, 25 Clyde Road, Dublin 4, or email dataprotection@nda.ie

Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Principal Conditions of Service

Principal conditions of service will be applied in line with all relevant governmental circulars/procedures and policies applicable at time of placement.



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Salary

Entry will be at the minimum of the Executive Officer Standard Scale. The salary scale for the position is as follows:

Pay scale with effect from 1 October 2021 for established employees appointed on or after 6th April 1995 paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits (PPC):

Executive Officer (PPC)

€31,384 €33,177 €34,189 €36,164 €37,936 €39,648 €41,354 €43,025, €44,713, €46,353 €48,046 €49,166 €50, 762¹, €52,370².

Non-Personal Pension Contribution Pay Scale with effect from 1 October 2021 (for those appointed before 6 April 1995):

Executive Officer

€29,928 €31,951 €32,753 €34,478 €36,156 €37,787 €39,406 €40,992 €42,595 €44,153 €45,758 €46,829 €48, 340¹ €49, 853².

Subject to satisfactory performance, increments may be payable in line with Government Policy. Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years' satisfactory service at the maximum of the scale.

Entry will be at the **minimum** of the scale. Different terms and conditions may apply if you are a currently serving civil or public servant.

Annual Leave

The annual leave allowance for the position of Executive Officer will be as follows:

23 rising to 24 after 5 years' service

25 after 10 years' service

26 after 12 years' service

27 after 14 years' service

This allowance is subject to conditions regarding the granting of annual leave in the public sector and is based on a 5-day week, exclusive of public holidays.

Hours of Work

Hours of attendance will be not less than 37 hours net per week. Your normal working hours are from 9am to 5.24pm, Monday to Friday

Rest Periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Place of work

The National Disability Authority is currently located in 25 Clyde Road, Ballsbridge, Dublin, D04 E409. Owing to public health guidelines, the successful applicant may be required to work partially onsite and from home until such a time as restrictions are lifted.

Tenure

This is a whole-time position.

Sick Leave

Pay during sick absence will apply in accordance with the provisions of the Public Service Sick Leave Regulations.

PRSI

Officers who pay Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the National Disability Authority. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

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.

Superannuation and retirement

The successful candidate will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the National Disability 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];



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- b) 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 have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Appointee’s status for superannuation purposes

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 Incentivized Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment.

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.



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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).

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.

Pension Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009.

For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>

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 to be agreed with the successful candidates.