

<b>Civil Service Organisation</b>	<b>Policing Authority</b>
<b>Office Address</b>	<b>90 North King Street, Dublin 7</b>
<b>Division/Unit</b>	<b>Oversight Delivery – Inspections</b>
<b>Position Title</b>	<b>Higher Executive Officer</b>
<b>Job Category</b>	<b>Higher Executive Officer Positions</b>
<b>Zone</b>	<b>46</b>

### Division/Unit Description:

The Policing Authority is an independent statutory body, established on the 1<sup>st</sup> January 2016, whose role is to oversee the performance of the Garda Síochána in relation to policing services, to promote public awareness of policing matters and to promote and support continuous improvements in policing in Ireland. The Policing Authority is currently making arrangements and preparations to transition, along with the Garda Inspectorate, to a new agency, the Policing and Community Safety Authority (PCSA).

The Policing and Community Safety Authority and its main functions are provided for under the Policing, Security and Community Safety (PSCS) Act. The new Authority will retain many of the functions of the Policing Authority, in addition to the incorporation of the inspection functions currently held by the Garda Inspectorate, the expansion of the Authority's existing research functions and the creation of new functions in the area of community safety. The expected timeframe for commencement of the PSCS Act is winter 2024.

In order to deliver on the ambitious agenda for policing oversight and community safety, as set out in the PSCS Act, a new organisational design has been developed and the appropriate organisation size and required skillsets identified. The Policing and Community Safety Authority will have four high-level organisational functions: Strategy, Research & Insights, Oversight Delivery, Outreach and Engagement, and Business Services. Over a period of three years, the ambition is to invest in the organisation, grow the number of staff that we have and increase our capability across the organisation.

We are looking for people with ambitions to develop themselves both personally and professionally, who want to play an active role in helping to shape this new organisation in delivering its important role.

### Key Role Responsibilities:

Inspection and performance assessment of An Garda Síochána will form key aspects of oversight delivery for the new PCSA, once established. Colleagues working in these areas will together assist the PCSA in considering how An Garda Síochána is delivering its policing service function. As part of a team, the candidate will conduct inspections of specific aspects of the operation and administration of An Garda Síochána, relating to policing services which will vary in duration and nature. These activities provide a valuable input into oversight monitoring and reporting.

The Higher Executive Officer (HEO) will be part of a team responsible for developing and managing the Inspection Plan, providing support in relation to research and data analysis and overseeing all logistics up to the final inspection report including the following responsibilities:

- Contributing to the management of staff and resources within the PSCA and supporting and role modelling the values of the new organisation;
- Supporting the scoping, planning, management and delivery of inspection plans, collaborating closely with performance assessment and strategy and research colleagues to create an integrated approach to oversight;
- Working cohesively with the performance assessment team to appropriately share knowledge and optimise the outcomes for oversight delivery;
- Preparing and managing Information Requests to the Garda Síochána and other stakeholders;
- Delivering briefings and debriefings to the wider PSCA team, covering the identification of findings and providing input into inspection reporting;
- Participating in inspection interviews, focus groups and meetings to ensure interviews obtain necessary information/evidence;
- Collaborating with the strategy and research team, to leverage supporting information including areas such as policing practice, criminal legislation, the criminal justice system, and international best practice;
- Collating, analysing and summarising all findings and data to be considered as part of the inspection process;
- Overseeing the production of the final Inspection report including copy editing, design, quality checking, printing and publication.
- Producing high quality inspection notes and other related oversight reports, as requested, to include collation of observations and fact checking from relevant stakeholders;
- Developing effective working relationships with stakeholders in relevant government departments, key state agencies, An Garda Síochána, oversight organisations, statutory, voluntary and community bodies in Ireland and abroad;
- Contributing to the work of the PSCA overall by drawing on the outcomes of inspections and identifying where they are relevant to other areas of work e.g. the development of strategy and policy, policing priorities for the Garda Síochána, the identification of areas for inspection, performance assessment topics.
- Such other functions as may from time to time be required to fulfil the business objectives of the Authority.

### Essential Role Requirements:

- Experience of gathering information in an evaluative, auditing, regulatory or oversight environment.
- Excellent decision-making and critical analysis skills to deliver informed conclusions and recommendations.
- Excellent oral communication skills combined with the confidence to engage and influence a range of stakeholders at different levels;
- Excellent written communication skills with an ability to write in plain English;
- The ability to prioritise and work under pressure;
- A track record in managing multiple projects and delivering results in a cross-functional environment;

### Desirable Role Requirements:

- Relevant policing expertise, knowledge and experience;
- Oversight, inspections or regulatory experience.

All applicants must be serving Civil Servants and in their current HEO post for a minimum of two years.

A completed application form should be forwarded to: [recruitment@policingauthority.ie](mailto:recruitment@policingauthority.ie) by 5.00pm on the 27<sup>th</sup> November 2024.

The application form can be found at the following link:

[HEO Application Form](#)