

2024 Clerical Officer – Revenue Maritime Unit (Cutter) Patrol Vessel Candidate Information Booklet

REVENUE

ALLOWANCED POSTS UNIT, CORPORATE SERVICES DIVISION,
SHIP ST, DUBLIN CASTLE, DUBLIN 2.

DEADLINE FOR APPLICATIONS: 13:00 ON FRIDAY, 15 NOVEMBER 2024

Revenue Open Competition for Appointment to the Position of Clerical Officer (CO) – Revenue Maritime Unit (Cutter) Patrol Vessel 2024

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1 About Revenue

Who Are We?

[Revenue](#) is the Irish Tax and Customs administration and is a large, decentralised organisation with offices in over 30 locations nationwide.

Revenue's mission is "To serve the community by fairly and efficiently collecting taxes and duties and implementing customs controls".

We are a highly responsive and progressive organisation with a reputation for excellence and our core values of respect, professionalism, collaboration, agility, and integrity are at the heart of our culture and how we operate.

In 2023, Revenue collected over €87.2 billion in taxes and duties for the Exchequer, and €26.3 billion in non-Exchequer receipts collected on behalf of other Government Departments, Agencies and EU Member States. Revenue is also responsible for trade facilitation and frontier control. During 2023 Revenue processed 54.2 million customs declarations and seized drugs with a record-breaking value of almost €302 million. This significant level of drug seizures included a high-profile Joint Task Force operation which resulted in the seizure of over €157 million worth of cocaine being detected onboard the MV Matthew. Our teams also made over 11,000 seizures of other excisable products (including alcohol and cigarettes) worth approximately €80 million.

Our workforce of over 7,000 people supports compliance for 4.4 million employments, 0.3 million employers, 0.9 million businesses, 0.3 million VAT traders, 0.1 million customs traders and 1.4 million property owners.

The skills, capability and professionalism of our people, the flexibility of our structures, and our ability to harness and support innovation in technology and business practices are key to our success. [Revenue's Organisational Structure](#) provides an idea of the types of work undertaken by each of our divisions.

2 The Role

2.1 Job Description

The work of officers assigned to Revenue's Maritime Unit is varied, personally rewarding, and challenging. It requires commitment, resilience, and flexibility. Comprehensive training will be provided to support the specialist knowledge and expertise required for the role. The role can be physically challenging and requires an appropriate level of health and fitness to undertake the broad range of duties.

Full flexibility regarding attendance, including weekend and Public Holiday attendance, is required. In general, the Cutters operate a 14-day patrol pattern where officers work eight days on duty on board the vessel and are off duty for six days. This patrol pattern may occasionally be subject to alteration to meet operational demands. Officers will be required to give full flexibility regarding additional attendance as the requirements of the job dictate.

All crew will be involved in deck and engine-room duties. Applicants should note that cross-skilling, in both deck and mechanical functions, is a feature of the Cutter operation. Full training will be provided to meet the various role requirements. Officers must adhere to Cutter Standard Operating Procedures at all times.

Key Responsibilities include:

- Patrol of the external frontier to outer limits of Territorial Sea, contiguous zone, and adjacent waters.
- Provision of maritime expertise to Revenue. Utilising advanced analytics to monitor vessel behaviour at sea and risk profiling in conjunction with other IT systems. Monitoring all vessel movements - assess, board and rummage as required.
- Enforcement of import and export prohibitions and restrictions.
- Identification and securing of outstanding VAT/duty liability of pleasure craft.
- Information/intelligence development and management.
- Servicing of Joint Task Force on Drug Interdiction and international maritime operations.

- Supporting the Maritime Analysis and Operations Centre – Narcotics (MAOC-N).
- Participating in patrols conducted by Irish Air Corps maritime patrol aircraft targeting anti-smuggling.
- Assisting the development and updating of vessel data in Revenue's IT systems.
- Supporting positive public relations initiatives.
- Actively contributing to the National Deep Rummage Function as Level 3 trained and certified officer for working in confined spaces and at heights.
- Servicing national and international Memorandum of Understandings and Mutual Assistance requests.
- Servicing maritime call-outs, and search and rescue at sea.
- Co-operating with national and international Customs and law enforcement agencies to combat drugs trafficking by sea.
- Engaging with relevant stakeholders along Ireland's Coast in support of the Customs Drugs Watch Programme.
- Agency work including Receiver of Wreck, Registrar of Shipping, Immigration Control.
- Assisting land-based operations/searches/rummages.
- Liaising with key stakeholders such as Harbour Masters, Agents, search and rescue community, Sea Fisheries Protection Authority (SFPA), An Garda Síochána and Defence Forces.

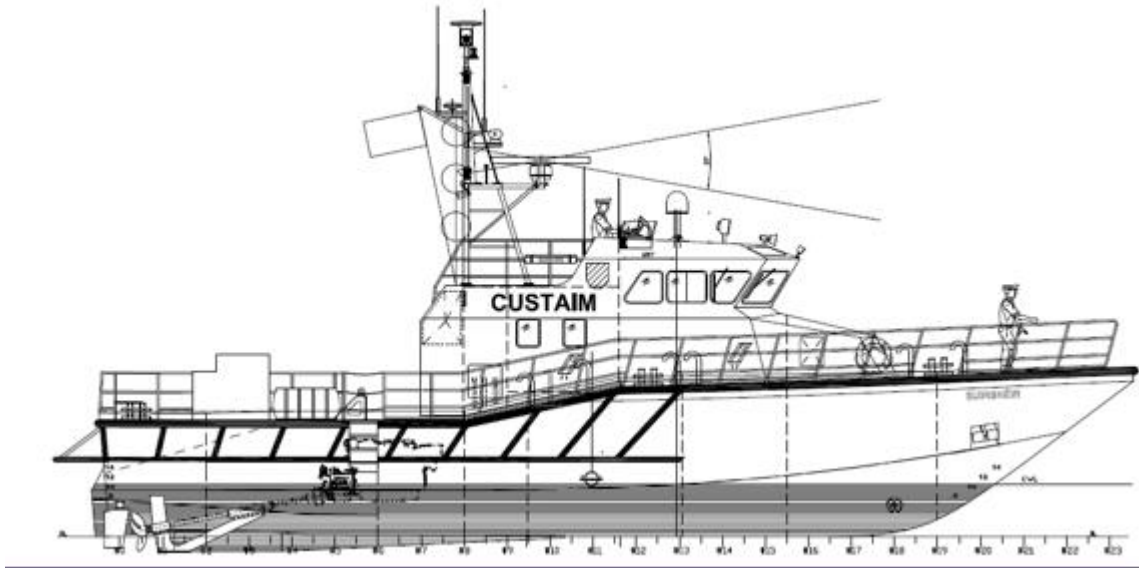
Please note that the above list is not exhaustive and is not intended to be a comprehensive list of all duties the successful candidate will be required to undertake. Comprehensive training will be provided.

Information session/s will be held by the Maritime Unit either in person, on board the Cutter and/or online. Candidates may register their interest by contacting the Maritime Unit directly at maritime@revenue.ie . Queries on the role can also be directed to the Maritime Unit.

2.2 Information on the Revenue Maritime Unit (RMU)

The role of Revenue's Maritime Unit, which has a national remit, is to patrol and monitor internal waters, territorial seas and adjacent waters. These patrol and monitoring activities are aimed at the prevention, detection, interception and seizure of illegal importations and exportations of prohibited and restricted goods, including drugs. It is also involved in servicing national and international Memoranda of Understanding and Mutual Assistance requests from other jurisdictions. It also works closely with the Maritime Analysis and Operations Centre – Narcotics (MAOC-N), based in Lisbon, the focus of which is to reduce the threat of drug trafficking into the EU by sea.

Revenue currently has two cutters (patrol vessels) in service under the management of Revenue's Investigation, Prosecution and Frontier Management Division. R.C.C. SUIRBHÉIR and R.C.C. FAIRE, having the capability to monitor and track vessels (overtly and covertly) from a distance during day and night hours, participate in a number of extended maritime surveillance operations. In their primary drug control and anti-smuggling role, R.C.C. SUIRBHÉIR and R.C.C. FAIRE patrol the waters around the coastline making routine interventions, including surveillance, boarding and search of all types of vessels. These interventions are aimed at the detection and seizure of prohibited goods, gathering information and developing intelligence. The cutters contribute to improved levels of compliance by identifying and confronting issues of non-compliance in the area of non-payment, or incorrect payment, of VAT and import duties on leisure craft.



A state-of-the-art replacement vessel is under construction and will be delivered in September 2025. This Cutter will be 35m LOA and will be a significant enhancement of Revenue's capabilities in the maritime domain. Cutter crews will be trained to operate all Cutters in service.



Vessels are commanded by fully qualified Ship's Masters, with qualifications issued by the Marine Survey Office, Department of Transport and fully compliant with the STCW ¹ Convention. In addition to the Commander, the Cutter crew consists of two Executive Officers and four Clerical Officers per vessel. The Cutter crew performs, in effect, as mariners and active participants in a wide range of enforcement activities including patrol, surveillance and anti-smuggling/evasion work.

2.3 Why Work for Revenue?

Making a Difference

A career in Revenue is meaningful, varied, challenging and interesting, and can encompass a wide range of activities in the areas of tax, customs and excise, administrative law, and ICT.

Revenue staff can build rewarding and challenging careers with work ranging from direct engagement with individual taxpayers, businesses, and tax agents; to policy development and analysis; investigative work; legal services; and frontier management to name but a few.

Customs roles in Revenue are highly rewarding, with the opportunity to work with a number of Government Departments and Agencies as well as international law enforcement agencies e.g. An Garda Síochána, Defence Forces, MAOC-N, Europol. Customs staff play a key role in preventing the smuggling of prohibited goods and disrupting criminality.

Our staff work both independently and as part of a team in a dynamic environment. We offer exciting opportunities to solution-orientated people whose values align with ours to help us continue to be a high performing and responsive tax and customs administration.

Learning and Development

Revenue recognises the value of investing in its staff and developing their skillsets both to their benefit and to the benefit of our overall capability as an organisation.

¹ Standards of Training and Certification for Watchkeepers.

Revenue provides excellent opportunities for personal and career development, as well as lifelong learning in leadership, management, and technical skills.

Equality, Diversity, and Inclusion

Revenue is an equal opportunities employer. We recognise and respect the cultural diversity within our workforce, promoting a culture of dignity and respect for all, with a team dedicated to supporting diversity, inclusion, and wellbeing.

Environment

We acknowledge our duty within our workplace and to the wider environment. We encourage approaches that reduce our carbon footprint by communicating and managing sustainable practices in our offices, as well as engaging with 'Green' public procurement policies in securing goods and services.

Work-Life Balance

In addition to the job satisfaction of having a positive impact on Irish society and the support that Revenue offers its staff in achieving this, the Cutter appointment offers an attractive 14-day roster where officers typically work 8 days on board the Cutter and six days off. Patrols commence and finish on Wednesdays where one crew finishes, and another crew commence patrol.

Other benefits to a career in Revenue include stable employment following a one-year probationary period and internationally recognised training and certification.

Working for Revenue - What Our Staff Think

"Working on board the Cutter is so different – you are outdoors in all weather. It is a physical job in a constantly changing and challenging environment, while also demanding a good working knowledge of all Revenue/Customs functions. The maritime assignment offers

opportunities to apply all previous working experience and opportunities to work with units and other agencies from all around the country, demanding a high level of communications



and interpersonal skills” **Crewmember**

“Working on board a Cutter is challenging and exciting. Every day is different, be it location, weather, working patterns and duties (hours and duties on board can be anything up to 24 hours, or more, depending on operational demands) but

the good days outnumber the not-so-good. You feel you have a chance to contribute and make a difference.” **Crewmember**

3 Person Specification

Applicants must demonstrate that they possess the skills/competencies identified as necessary for the role. A successful applicant will be required to display sound judgement in pressurised situations, good interpersonal skills, flexibility, integrity, and the capacity to work effectively as part of a team. They will possess or show that they have the ability to acquire the necessary maritime skills and qualifications, along with a working knowledge of Customs and Excise policies, procedures & legislation and supporting Revenue legislation. Assisting in the prosecution of offences, as they arise, will be a feature of the role.

The applicant must possess or have the capacity to acquire the following qualities, skills, and attributes:

1. Teamwork.
2. Information Management/Processing.
3. Delivery of Results.
4. Customer Service & Communication Skills.
5. Specialist Knowledge, Expertise and Self Development.

Applicants should have all the abilities required of a Clerical Officer – Revenue Maritime Unit (Cutter) Patrol Vessel. In particular, applicants must demonstrate, by reference to specific achievements in their work or academic career to date, that they possess or have the capacity to quickly acquire and assimilate the skills and knowledge required for the role of a Clerical Officer – Revenue Maritime Unit (Cutter) Patrol Vessel. A description of the Public Appointments Service competency framework is set out in the [Appendix 1](#).

4 Location

While the geographic location for these posts is Cork it is not a requirement that officers assigned to the Cutter be based in Cork. However, the operating criterion requires that Cutter crew must be in a position to attend at the vessel within 4 hours of any call-out. The Cutter may be assigned for extended periods to meet the business needs at specific locations/regions. Crew changes may take place at these locations.

5 Entry Requirements

5.1 Essential Role Requirements

A full valid manual driving licence (minimum class B) is essential for this role, i.e., all applicants must have successfully completed the ‘Novice’ period by **Friday, 15 November 2024**.

5.2 Desirable Role Requirements

Recognised maritime, deck officer, electrical or engineering marine qualifications are desirable. A background in marine, law enforcement or similar defence experience is also desirable.

There are some restrictions on eligibility and appointments. Please see paragraph 16.

6. Conditions of Appointment

Appointment to the Custom's role will normally be for a period of five years subject to:

- An initial probation period of one year. During this period there will be formal 3-monthly reviews of your performance, to assess suitability for the role and
- You continuing to fulfil the requirements of the job, i.e., satisfactory attendance, performance in the role, health, fitness etc., and observance of the Civil Service Code of Standards and Behaviour.
- If an officer is deemed unsuitable for the role during the probation period, the matter will be dealt with in accordance with the relevant probation guidelines or disciplinary guidelines.

At the end of the five-year contract period, officers will be assigned to the ordinary duties of their grade within Revenue. Officers may compete for subsequent Revenue Enforcement competitions.

The appointment of officers to duties on the vessels will involve working in demanding and challenging environments. It is therefore important that applicants are aware of the following conditions:

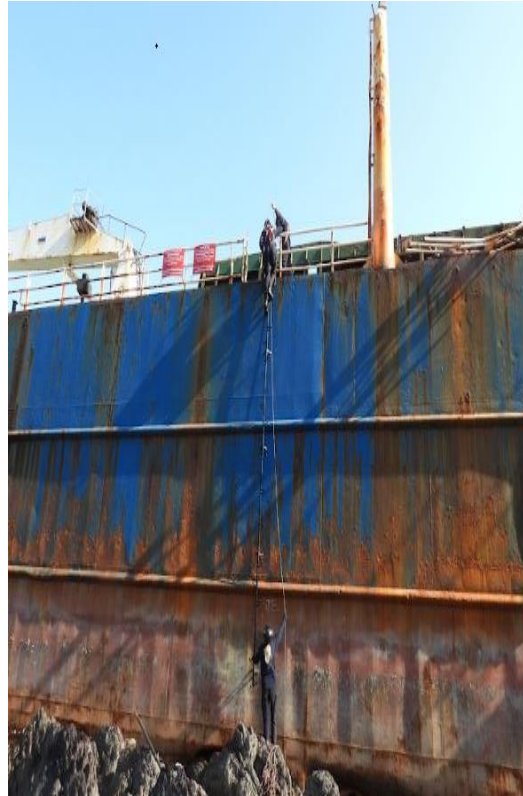
- Applicants will be fully familiar and fully compliant with the Code of Conduct for Revenue Customs Cutter Crew (**Appendix 3**).
- Applicants must demonstrate the ability and the commitment to meet the demanding physical challenges of working in a maritime environment day and night and operating away from home for extended periods including weekends and public holidays.

- The applicant will be required to undertake the training requirements associated with the role. Training will be provided inhouse, on the job and by external providers. Applicants will be under continuous assessment and must achieve the required standards in written and practical assessments. A Revenue Customs officer must subsequently retain that level of standard/certification during the probation period and for the duration of their appointment.
- Applicants must strictly adhere to Revenue Health and Safety policies, applicable Safety Statements and Cutter Standard Operating Procedures.
- The ability to confidently work at heights and in confined spaces will also be a requirement of the role. Working at heights and in confined spaces will often require the use of self-contained breathing apparatus or surface supplied breathing apparatus. Full training will be provided. Applicants must be capable of passing specialist training to certify as a maritime officer for conducting deep rummages and working at heights.

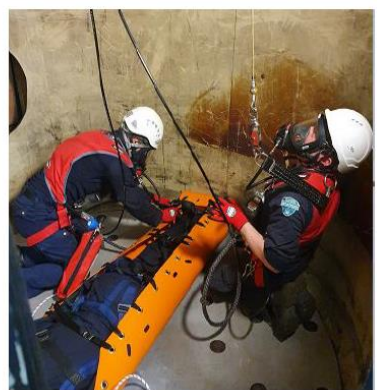
Boarding a Merchant Vessel at sea



Working at Heights



Confined Space Entry and Self Rescue



- Applicants must be capable of passing the ISA Powerboating course which is delivered by the Cutter Training School post appointment.
- Revenue Customs officers must continue to meet the medical requirements of the post and will therefore be required to undergo a medical examination every two years.
- Revenue Customs officers may, from time to time, be assigned to various duties, deck and mechanical, aboard the vessel. Officers may also be required to rotate between Revenue Customs Cutters and crews as the exigencies of the service require. This will mean a change of work pattern to the alternate Cutter patrol roster.
- A Revenue Customs officer who has satisfactorily completed their 5-year allowed contract period, on leaving the Customs Cutter may be invited to maintain their maritime qualifications through participation on a relief/reserve panel. This may involve occasional service aboard the Cutter.
- On cessation of the duties in respect of which allowances are authorised, or in the event that you otherwise cease to perform the work, the allowances will cease to be paid.

A Health and Character Self-declaration form must be completed on offer of appointment. As part of that declaration, you are required to declare any facts that may be a potential health and safety risk for you, or any matters which might damage your own or Revenue's reputation. Revenue reserves the right to seek a medical report or carry out further vetting for health and safety/duty of care purposes, post appointment.

Please note that it is a Revenue priority to maintain complete confidentiality of your personal information. In this regard, you may at any time declare medical issues or other pertinent information in strictest confidence. Arrangements can be made to provide medical history/information directly to the Chief Medical Officer (CMO) for the Civil Service.

You are required to be fully familiar and compliant at all times with the Revenue Code of Ethics (a copy of which will be made available on appointment), and you are subject to the terms of *Circular 19/2016 on the Civil Service Disciplinary Code* and *Circular 24/2016 on the Civil Service Management of Underperformance Policy*.

The following additional conditions apply:

- Revenue Customs officers of Revenue's Maritime Unit are required to wear an official uniform and must carry an official mobile phone, which Revenue will provide.
- Due to the physically demanding nature of the work, you must continue to meet the health and fitness level requirements of the post.
- You must achieve a rating of "Satisfactory" on your PMDS Annual Review throughout the period of the contract. Officers failing to attain a "Satisfactory" rating will be deemed not suitable for these duties and the matter will be dealt with in accordance with the relevant probation guidelines or disciplinary guidelines.
- All officers will be expected to comply with Revenue Health and Safety policies and are required to disclose any relevant matters during the contract period which could potentially risk the health and safety of the officer, or which might damage the officer's own or Revenue's reputation.
- Revenue Customs officers will be expected to perform such appropriate Revenue duties as may be directed.
- A Revenue Customs officer who is engaged in any other employment must declare this interest to their Principal Officer upon appointment in the role.
- Blended working and/or shorter working year arrangements are not compatible with Revenue customs posts.

7 Application Process

7.1. Completing the Form

The application form must be fully completed and submitted correctly to the specified e-mail address. Please note the following information carefully:

- The application form is an MS Word document with restricted editing.
- You are strongly advised to complete and submit this form well in advance of the deadline.
- There is a Guidance on Completing the Form section at the end of the document. Read this **in advance of completing the form** for hints and tips on how to enter content.
- On completion, please save the document as “Clerical Officer: Cutter 2024 - Your Name”. You will be required to attach it to an email for submission once completed.
- Please return in MS Word format only. PDFs will not be accepted.
- Should you experience any difficulties completing the form, please contact APUOpenCompetitions@revenue.ie

7.2. Submitting the Form

Submit the application form, with the subject line “Clerical Officer: Cutter 2024 – Your Name” to the following address: APUOpenCompetitions@revenue.ie.

- Incomplete forms or forms submitted in the incorrect format will not be processed.
- It is not advisable to submit more than one version of your application form. If more than one version is received before the closing date and time, **only** the most recent version will be used in the competition.
- Earlier versions, although submitted, **will not be processed** after the closing date and time.
- No extensions will be given, and for this reason, it is crucial that you submit your application form **well in advance of the closing date and time**.
- Do not send a link to a file-sharing platform.

7.3. Deadline for Receipt of Applications

Closing date and time: Friday, 15 November 2024, at 13:00. Applications cannot be accepted after this date and time.

7.4. Photograph

A passport style photograph must be inserted into the application form, please see our instructions on [Inserting a Photo](#).

7.5. Queries

Please forward any queries to APUOpenCompetitions@revenue.ie.

7.6. Curriculum Vitae/Cover letter

A Curriculum Vitae and Cover letter is not required and should not be submitted.

7.7. Proficiency in Irish

Candidates are asked on the application form to indicate if they wish to claim proficiency in Irish. Indicating proficiency in Irish on the application form will be taken as a declaration of interest in an Irish speaking role, should such a role arise during the lifetime of the panel. Revenue will note the interest declared by a candidate and if a role requiring fluency in Irish is available, the candidate's competency will be tested when coming under consideration for appointment.

8 Selection Methods

8.1. Potential Selection Methods

These may include some or all of the following:

- An Eligibility Sift
- Shortlisting of candidates based on the information contained in their application form. While a formal qualification in a relevant field is not required, candidates with relevant qualifications and/or previous maritime experience may be given priority in the selection process.
- Additional selection tools e.g., completion of online questionnaire, cognitive tests/ preliminary interview
- A competitive interview (final stage) via MS Teams based on the essential competencies and experience required for the post and the information contained in the applicant's application form.

Candidates are **not permitted** to use any type of recording equipment at any stage of the selection process. 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.

8.2. Assessment Boards

An assessment board, or boards, will be set up by Revenue to conduct any interim selection processes and interviews.

8.3. Selection Stages

It is important to note that candidates must reach the required standard in any interim selection stage, to be considered suitable for progression to the next stage of the selection process. Candidates progressed to final remote interview stage must meet a minimum standard of 55% in each scoring area to be considered for inclusion on the panel.

All Competencies will be scored out of 100 except for Specialist Knowledge, Expertise and Self Development which will be scored out of 150.

8.4. Panel

A panel² will be established from this competition to fill positions that may arise over the lifetime of the panel. This panel will expire two years from the date of its establishment. Placement on a panel is not a guarantee of appointment to a position.

It is important to note that:

- Once an offer is accepted/refused, the candidate will not be considered for any other appointment from the panel.

8.5 Offer

If an offer is made, following the applicant's medical examination and successful completion of the Personal Survival Techniques course, the officer will have a maximum of 3 working days after receipt of the offer within which to accept or refuse the offer of appointment.

8.6. Reasonable Accommodations

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable candidates with a disability to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

If a candidate requires any reasonable accommodations to be made at any stage of the selection process, the candidate should set out the requirement on the application form and Revenue will endeavour to make the necessary arrangements. Alternatively, candidates can email APUOpenCompetitions@revenue.ie.

² The term panel refers to a group of successful candidates who have been ranked in order of merit based on interview performance/ total score.

8.7. Application Form

During any shortlisting exercise that may be employed, a board will examine the application form and assess it against pre-determined criteria such as desirable qualifications, career experience, specialist knowledge, expertise and self-development based on the requirements of the position. While a formal qualification in a relevant field is not required, candidates with relevant qualifications and/or previous maritime experience may be given priority in the selection process. It is, therefore, in a candidate's interest to provide a detailed and accurate account of their qualifications and experience on the application form.

N.B. It is important to note that while a candidate may meet the eligibility requirements of the competition, if the numbers applying for the positions are such that it would not be practical to interview everyone, it may be decided that a smaller number will be called to the next stage of the selection process. In this respect, the shortlisting board(s) will select a group who, based on an examination of the application forms, appear to be most suitable for the positions. 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 have more relevant experience.

9 Availability and Admission

9.1. Availability

During the selection process, the onus is on all applicants to make themselves available on the date(s) specified by Revenue and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form. Revenue 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 letter is not to be taken as implying that Revenue is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

9.2 Suitability for a Post (or Admission)

Prior to confirming any candidate for appointment from this panel, Revenue will make all such enquiries as 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.

10 Canvassing

10.1. Disqualification

Canvassing will disqualify and will result in 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 impersonate a candidate at any stage of the process.

10.2. Contravening Canvassing Provisions

Any person who contravenes the responsibilities and obligations set out in Sections 4.3 of the Code of Practice, or who assists another person in contravening those provisions, is committing an offence. Such a person is liable to prosecution that may result in a fine, imprisonment or both. In addition, where a person found guilty of such offence was or is a candidate in a recruitment process, then, where a candidate:

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

11 Confidentiality

Protecting confidentiality is a priority. Revenue guarantees that all enquiries, applications, and all aspects of the proceedings are treated as strictly confidential and are not disclosed

to anyone, outside those directly involved in the competition process. Revenue will not contact referees, employers, or previous employers without a candidate's consent and then only if the candidate concerned comes under consideration for appointment.

12 Code of Practice

This competition is being organised in accordance with the Code of Practice entitled Appointment to Positions in the Civil Service and Public Service published by the Commission for Public Service Appointments (CPSA). Revenue will consider any requests for review in accordance with the provisions of this code which may be accessed at www.cpsa.ie.

Revenue is an equal opportunities employer. Appointments will be made on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

12.1 Review and Complaint Procedures under the CPSA Code of Practice

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a Review of a decision made during the process
- OR
2. Make a Complaint that the selection process followed was unfair.

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 of the Code of Practice, a complainant may not seek a further review of the same process under Section 8 of the Code of Practice, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) at its sole discretion.

There is no obligation on Revenue to suspend an appointment process while a review or complaint is being considered. However, the CPSA expects that, where possible, Revenue will intervene in cases where it finds an error is likely to have occurred.

13 Quality Customer Service

We aim to provide an excellent service to all our customers. If, for any reason, a candidate is unhappy with any aspect of the service received from us, Revenue will fully consider the matter when it is brought to our attention.

Feedback will be provided to candidates on written request. Candidates may wish to familiarise themselves with the guidance on feedback provided in the [CPSA Casebook](#). In its casebook, the CPSA encourages candidates who are keen to learn from their participation in an appointment process to reflect on the manner in which they demonstrated the competencies. Following an interview, it can be helpful to note down the key questions asked as well as a brief summary of the responses provided.

14 Data Protection Acts 1988-2018

When an application form is received, Revenue creates a record in the name of the applicant, which contains much of the personal information supplied in the application. This personal record is used solely in processing the person's candidature. Such information held is subject to the rights and obligations set out in the [General Data Protection Regulation](#) and the [Data Protection Act 2018](#) (the Data Protection legislation). To make a request under the Data Protection legislation, please submit your request in writing to: The Data Protection Unit, Corporate Services Division, Dublin Castle, Dublin 2. Further information on Data Protection in Revenue is available at the following links: [Revenue Data Protection](#) and [Candidate and Assignment Data Protection Statements](#).

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

15 Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview or complete other assessments when and where required by Revenue, or who do not, when requested, furnish such evidence, as Revenue require in regard to any matter relevant to their candidature, will have no further claim to consideration.

16 Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Eligible Candidates must be:

- (a) A citizen of the European Economic Area (EEA). 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 4¹ or a Stamp 5 visa;

¹ Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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

16.1. Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure, NPD Delivery and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, NPD Delivery 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. 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).

16.2. 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 not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

16.3. 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. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

16.4. 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. 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).

16.5. Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. 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.

17 Terms and Conditions of Service

General

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

17.1. Salary: Personal Pension Contribution (PPC Rate)

Staff appointed to the Revenue Maritime Unit work on an “on-call” basis and, in addition to basic pay, will receive extra allowances for flexibility and additional attendance in lieu of time off or overtime payments. Refer to section 17.2 for further details on additional allowances.

The salary scale for the position of Clerical Officer in Revenue, as of 1 October 2024, is as follows:

Personal Pension Contribution (PPC)

€571.04 €604.06 €612.46 €628.82 €652.99 €677.10 €701.19 €718.74 €738.65
€761.77 €778.02 €800.90 €823.63 €859.10 €886.97 (LS 1) €899.77 (LSI 2)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect

of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

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(LSI 1) and 6(LSI 2) years' satisfactory service at the maximum of the scale.

17.2. Remuneration and Terms

Clerical Officers assigned to RMU (Cutter) crew posts will be paid an annual Enforcement Allowance of €7,934.07 (PPC) plus an additional Maritime Enforcement Allowance of €5,850.57 (PPC).

The Revenue Allowance is a variable allowance and, following the completion of one year's service in the role, may be reckonable for pension and starting pay on promotion purposes.

Special arrangements apply to the funding of superannuation benefits where a staff member has previously entered arrangements for the purchase of notional years. Details can be obtained directly from Revenue on appointment.

The nature of the work requires flexibility involving planned, unplanned, night and weekend duty. Planned flexibility will occur where a person is scheduled to attend outside the standard attendance patterns and is a fundamental element of an allowed position. Unplanned attendance is necessary where, because of a particular operation, or in response to real time intelligence, additional flexibility is required.

Flexibility and additional attendance will be within the provisions of the Organisation of Working Time Act, 1997.

Accommodation will be provided on board the vessel and Travel and Subsistence (T&S) payments to cover out of pocket expenses will be in accordance with normal rules for

claiming T&S as set out in *Department of Public Expenditure, NPD Delivery and Reform Circular 05/2015*.

For operational reasons, staff attendance may be required on a 24hr/7day a week basis. The position as advertised will, as a matter of routine, involve officers spending periods away from base/home, aboard the Cutters.

Regardless of the position held aboard the vessels, the primary role of all officers will be that of a Revenue Official.

NB: As the Revenue allowance is paid for flexibility of attendance these Allowances will cease in the event that an officer is unable to attend the workplace for a prolonged period for health reasons or in cases of long-term sick leave absences. Payment will cease 28 days after commencement of sick leave or non-attendance at the workplace for any other reason and recommence only when the officer is deemed fit to return to Cutter duties.

17.3. Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Civil Service Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

17.4. Training

While applicants are not expected to be experienced sailors/mariners, due to the nature of the work carried out by Cutter crew, an appropriate level of water confidence is required for the role. Before an offer of employment can be made, applicants are required to pass the Personal Survival Techniques (PST) course and the Marine Survey Office, Department of Transport, medical examination including Sight Test by an approved Medical Practitioner.

Personal Survival Techniques course

Before an offer of employment can be made, you will be required to make yourself available to attend a one-day Personal Survival Techniques course. The cost of this course will be covered by Revenue. Successful participation on this course does not guarantee an offer of employment. In addition to Personal Survival Techniques course, officers must also pass Helicopter Underwater Escape Training (HUET). Both the Personal Survival Techniques and HUET training will be carried out in the National Maritime College of Ireland. Further information on HUET training is available [here](#). HUET training will be carried out post appointment.

Medical examination

As the role is physically demanding, an applicant must be fit and active. Offers of appointment will be subject to an applicant passing a medical examination and obtaining a Seafarers' Medical Certificate. [*The Merchant Shipping (Medical Examinations) Regulations, 2014 (S.I. No 246 of 2014)*]. Applicants will be required to arrange an appointment with a doctor from a provided list. The cost of the medical will be between €100-€150. Upon passing the medical examination and obtaining a Seafarers' Medical Certificate, Revenue will arrange for you to be re-imbursed and a formal offer of employment will be made.

Formal training and practical on-the-job training will be provided. Officers may be required to complete the designated training modules in advance of commencement on the enforcement and maritime allowances. Payment of the allowance commences when an officer takes up duty in location.

Training will take place during working hours and may be delivered in a virtual environment and include elements of self-learning. Officers will be required to attend full time for the duration of the training. Continuous self-managed learning may be an ongoing requirement of the role.

17.5. Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract.

At the discretion of the Head of Office a person may be assigned to other work depending on the business needs and capability development of the office and that person's career development needs.

During the probationary contract period, a person's performance will be subject to review by their supervisor(s) to determine whether the person:

- I. Has performed in a satisfactory manner.
- II. Has been satisfactory in general conduct.
- III. Is suitable from the point of view of health with particular regard to sick leave.

Prior to completion of the probationary contract, a decision will be made as to whether or not a person will be retained pursuant to Section 5A(2) Civil Service Regulation Acts 1956-2005. This decision will be based on performance assessed against the criteria set out in (i) to (ii) above. The detail of the probationary process will be explained to the person by Revenue and the person will be given a copy of the Department of Public Expenditure, NDP Delivery and Reform guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended, and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended, Revenue will notify you of the circumstances relating to the suspension.

If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

17.6. Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil 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 www.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 or is currently on a career break or special leave with/without pay, 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 on reaching 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 the CPI)
- Post retirement pension increases are linked to the CPI.

17.7. Pension Abatement

- 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.

17.8. 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 documentation, 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 ceasing 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).

17.9. Ill-Health Retirement (IHR)

A person who previously retired on ill health grounds under the terms of a superannuation scheme is required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the Chief Medical Officer's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

17.10. Appointment Post Ill-Health Retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

- If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
- If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor

reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.

- The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

17.11. Appointment Post Ill-Health Retirement from Public Service:

- Where an individual has retired from a public service body their ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
- If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
- The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a [civil or public service ill-health pension](#).

17.12. 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 pre-existing public service pension scheme (i.e., non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

17.13. Additional Superannuation Contribution (ASC)

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

Note: ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie.

17.14. Official Secrecy and Integrity

An officer will be subject to the [Provisions of the Official Secrets Act, 1963](#) as amended by the [Freedom of Information Act 2014](#). The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

17.15. Codes of Ethics, Standards and Behaviour

The officer will be subject to the Revenue Code of Ethics (a copy of which will be made available on appointment) and the [Civil Service Codes of Standards and Behaviour](#).

The [Ethics in Public Office Act 1995](#) will apply, where appropriate, to this employment.

17.16. Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

17.18. Organisation of Working Time Act 1997:

The terms of the [Organisation of Working Time Act, 1997](#) will apply, where appropriate, to your employment.

17.19. Headquarters

Headquarters will be such as may be designated from time to time by Revenue. When required to travel on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

17.20. Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with their role.

18 Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 35 hours net per week. It should be noted that hours are calculated over a 14-day period which includes 6 rest days.

19 Annual Leave

The annual leave allowance will be 22 working days a year, rising to 23 after 5 years' service, 24 after 10 years, 25 after 12 years and 26 after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave and is exclusive of the usual public holidays.

20 Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate, authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to Revenue. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

21 Security Clearance

It is Revenue policy to carry out a Garda Vetting process for staff who are under consideration for appointment to these roles. Applicants will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This

form will be forwarded to An Garda Síochána for security checks using all addresses at which they resided. An Officer in a current contract has an obligation to report any pending charges to their Principal Officer

Additional security requirements may apply depending on location of appointment.

22 Mobility scheme

The Civil Service operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

Revenue has an active mobility policy; appointees may apply to move to a Clerical Officer level role in Revenue or another Government Department under the [Civil Service Mobility Scheme](#) after 2 years in the post.

Important Notice

The foregoing 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 and conditions of assignment to be agreed with the successful candidate.

Appendix 1: Clerical Officer Level Competencies

TEAMWORK

- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

INFORMATION MANAGEMENT/PROCESSING

- Approaches and delivers all work in a thorough and organised manner
- Follows procedures and protocols, understanding their value and the rationale behind them
- Keeps high quality records that are easy for others to understand
- Draws appropriate conclusions from information
- Suggests new ways of doing things better and more efficiently
- Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc

DELIVERY OF RESULTS

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
- Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
- Identifies and appreciates the urgency and importance of different tasks
- Demonstrates initiative and flexibility in ensuring work is delivered
- Is self-reliant and uses judgment on when to ask manager or colleagues for guidance

CUSTOMER SERVICE AND COMMUNICATION SKILLS

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that customers must go through and can clearly explain these
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Can be firm when necessary and communicate with confidence and authority
- Communicates clearly and fluently when speaking and in writing

SPECIALIST KNOWLEDGE, EXPERTISE AND SELF-DEVELOPMENT

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
- Clearly understands the role, objectives and targets and how they fit into the work of the unit.
- Is committed to self-development and continuously seeks to improve personal performance

DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES

- Consistently strives to perform at a high level and deliver a quality service.
- Serves the Government and people of Ireland.
- Is thorough and conscientious, even if work is routine.
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks.
- Is personally honest and trustworthy.
- At all times, acts with integrity.

Appendix 2: Sample Roster

Sample Roster below.

Maritime Schedule		S	RCC Suirbheir	F	RCC Faire	Enter year:																											
January		Dates Scheduled for Duty																												2024			
Employee Name	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	0		
Officer A	S	S							S	S	S	S	S	S	S	S																	
Officer B			F	F	F	F	F	F	F	F																							

CODE EFFECTIVE FROM January 2006

Code of Conduct For Customs Cutter Crew

Each time you accept an assignment to serve as Customs Cutter Crew you are agreeing to observe the Code of Conduct for Customs Cutter Crew. This Code has been agreed between Revenue and staff representative unions and approved by the Department of Communications, Marine and Natural Resources.

The Code is printed in this leaflet. Please read it carefully. Any questions you may have should be referred to your supervisor or head of department, or to an official of your union.

Acknowledgement:

Revenue recognises that this Code of Conduct is closely modelled on the Code of Conduct for the Merchant Navy. Minor changes are to recognize the specific requirements of Customs Cutter operation.

CODE OF CONDUCT FOR CUSTOMS CUTTER CREWS

1. Seafaring is a civilian occupation, which places upon those who go to sea demands not found in industry ashore. Seafarers are called upon to spend not only their working hours but their leisure hours too in the confined environment of a ship and with the same individuals for company. It might be said that they are more susceptible to the stresses and strains of everyday life than their fellows ashore. In this environment the need for discipline and behaviour assumes a particular importance. However, disciplinary procedures should not be viewed primarily as a means of imposing sanctions. They are designed to emphasise and encourage improvements in individual conduct.
2. The most effective form of discipline is self-discipline, which in turn springs from a responsible attitude to the job, whatever it may be, and concern for the efficient operation of the ship and for the comfort and convenience of fellow crew members. Failures of self-discipline, which occur will have to be dealt with by reference to an imposed framework of discipline or Code of Conduct. This document sets out such a Code, containing the basic rules of reasonable behaviour expected of all Officers and Crew. It has been drawn up by organisations representing seafarers and employers and has been adapted by Revenue to meet its particular operation. Observance of it will make seafaring a better and more rewarding job for all those involved and will help to secure the safety of everybody aboard. Rules drawn up by Revenue and Commanders' Standing Orders relating to conduct should not conflict with this Code.
3. Orders must be given and obeyed if a ship is to operate safely and efficiently. Co-operation cannot be imposed but will normally be readily forthcoming if it is immediately apparent to the recipient of an order that the request is a reasonable one or, if it is not so apparent, if a reasonable request for an explanation of the necessity of the order is acceded to. At the same time willful or repeated refusal to comply with reasonable orders or other anti-social behaviour must be expected to have certain consequences.
4. An important factor is securing co-operation, which cannot be too strongly stressed, is good communications. This applies both to communications between a company's shore-based administration and the ship and to communications within the ship itself. If all concerned are kept as fully informed as possible about the company's policies and objectives and can be made to feel that they have a personal stake in the successful outcome of the voyage upon which they are engaged, co-operation and harmony will be much more readily assured than by a 'theirs is not to reason why' attitude.

Conduct in Emergencies

5. In any emergency or other situation in which the safety of the ship or of any person on board her, whether crew or passengers, is at stake the Commander and Officers are entitled to look for immediate and unquestioning obedience of orders. There can be no exception to this rule. Failure to comply will be treated as among the most serious breaches of this Code and will be liable to lead to the offender's dismissal from the ship (at the first opportunity) and having regard to the circumstances, to further disciplinary measures, by Revenue.

Conduct in Situations other than Emergencies.

6. Emergencies are fortunately rare, and this document is primarily concerned with the day-to-day situation on board. It should be borne in mind, however, that certain acts of misconduct (e.g., absence from place of duty or heavy drinking) could have the effect of causing a state of emergency. The following paragraph sets out some broad general rules for everyday conduct.
7.
 - a) **PUNCTUALITY** is very important both for the efficient operation of the ship and to avoid putting extra work on shipmates. This is true of joining the vessel at the time appointed, returning from shore leave, reporting for watch-keeping duty and all other work. Absence at the time of sailing, in particular, may seriously delay the ship or even prevent her sailing until a replacement is found.
 - b) **DRUGS.** The unlawful possession or distribution of drugs by any person on board ship renders him liable to dismissal as well as possible legal proceedings in the State or overseas. It should be borne in mind that, in some countries, certain drug offences carry a sentence of capital punishment.
 - c) **DRINKING.** There should be ship's rules about bringing intoxicating liquor on board and they should be understood and strictly observed. Where facilities for drinking on board are provided, they should not be abused. "**No Alcohol Policies**" will be obeyed.
 - d) **BRINGING UNAUTHORIZED PERSONS ON BOARDS.** The ship's rules on bringing unauthorised persons on board must be strictly observed.
 - e) **OFFENSIVE WEAPONS.** These must not be brought on board.

- f) **SMOKING IN PROHIBITED AREAS** is dangerous on any ship. The ship's rules controlling smoking and the use of naked lights or unapproved electric torches must be scrupulously obeyed.
- g) **DUTIES.** Every member of the crew should carry out their duties efficiently to the best of their ability. They are entitled to be informed clearly what their duties are and to whom they are responsible for carrying them out. If they are in doubt, they should ask. Within the scope of their duties, reasonable commands and instructions must be obeyed.
- h) **TREATMENT OF ACCOMMODATION.** For the duration of the voyage the ship is not only the seafarer's place of work but also their home. Accommodation or other facilities, whether provided for their personal use or to be shared with others, should therefore be treated with respect.
- i) **BEHAVIOUR TOWARDS OTHERS.** Anti-social behaviour can cause a seafarer to become a nuisance to others on board and in extreme circumstances can hazard this ship and the crew. This can include not only excessive drinking but also such behaviour as causing excessive noise, abusive language, sexual harassment, aggressive attitudes and offensive personal habits. The fact that some need to sleep whilst others are awake should also be borne in mind.

Dealing with Breaches of the Code

- 8. It is necessary to have a procedure for dealing with breaches of this Code of Conduct backed by appropriate sanctions. These may range, according to the seriousness of the breach, from informal warnings for the most minor breaches, through various grades of formal warning including reprimands, to dismissal from the ship. Seafarers are also subject to the general law of the State and for certain offences, prejudicial to the safety of the ship or those on board, there may be a liability to prosecution in Courts.
- 9. The following acts of misconduct, if proved to the reasonable satisfaction of the Commander to have been committed, are those for which dismissal from the ship either immediately or at the end of the voyage will, according to the circumstances of the case, be considered appropriate apart from any further disciplinary or legal action which may be called for:
 - i) assault;
 - ii) willful damage to ship or any property on board;

- iii) theft or possession of stolen property;
- iv) possession of offensive weapons;
- v) persistent or willful failure to perform duty;
- vi) unlawful possession or distribution of drugs;
- vii) conduct endangering the ship or persons on board;
- viii) combination with others at sea to impede the progress of the voyage or navigation of the ship;
- ix) disobedience of orders relating to safety of the ship or any person on board;
- x) to be asleep on duty or fail to remain on duty, if such conduct would prejudice the safety of the ship or any person on board;
- xi) incapacity through the influence of drink or drugs to carry out duty to the prejudice of the safety of the ship or of any person on board;
- xii) to smoke, use a naked light or an unapproved electric torch in any part of a ship carrying dangerous cargo or stores where smoking or the use of naked lights or unapproved torches is prohibited;
- xiii) intimidation, coercion and/or interference with the work of other employees;
- xiv) behaviour which seriously distracts from safe and/or effective working of the ship;
- xv) conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men at work, which is unwanted, unreasonable and offensive to the recipient;
- xvi) behaviour which seriously distracts from the social well-being of any other person on board;
- xvii) causing or permitting unauthorized persons to be on board the ship whilst it is at sea;
- xviii) repeated commission of breaches of a lesser degree listed in Paragraph 11 after warnings have been given in accordance with the procedures in Paragraph 10.

10. Breaches of a lesser degree of seriousness may be dealt with by:

- a) informal warning administered at an appropriate level lower than that of the Commander;
- b) formal warning by the Head of Department which will be suitably recorded;
- c) formal warnings by the Commander recorded in the ship's official logbook;
- d) written reprimands administered by the Commander and recorded in the ship's official logbook.

When a formal warning is given the seafarer should be advised of the likely consequences of further breaches of the Code.

11. Breaches of the Code, if proved to be reasonable satisfaction of the Master or other Officer to have been committed, for which the procedure in Paragraph 10 is considered appropriate, are:

- a) offences of the kind described at Paragraph 9, which are not considered to justify dismissal in the particular circumstances of the case;
- b) minor acts of negligence, neglect of duty, disobedience, and assault;

- c) unsatisfactory work performance;
- d) poor time keeping;
- e) stopping work before the authorized time;
- f) failure to report to work without satisfactory reason;
- g) absence from place of duty or from the ship without leave;
- h) offensive or disorderly behaviour.

Procedures for dealing with breaches of the Code

- 12. a)** A seafarer who is alleged to have breached the Code will be seen in the first instance by an Officer designated by the Commander. If the Officer is satisfied that no further action is called for or that the breach, although proved, calls for no more than an informal warning of the kind referred at Paragraph 10(a) above, he will proceed accordingly, and the matter will thereafter be regarded as closed.
- b)** If the offence is of a more serious nature or is a repetition of a similar minor offence, a formal warning will be given, and the fact suitably recorded. Alternatively, the case may be referred to the Commander; any offence falling under Paragraph 9 must be referred to him.
- c)** The Commander will deal with cases referred to them with the minimum of delay. They will inform the seafarer of the alleged breach giving them the opportunity to say whether they admit it, to call any witnesses and to question them on their evidence and to make any statement they wish in answer to the alleged breach including any comments on the evidence produced against them.
- d)** After a careful and thorough investigation and having considered all the evidence the Commander will orally inform the seafarer whether or not they find that the seafarer committed the alleged breach.
- e)** If they find that the seafarer did commit the alleged breach, they will impose a penalty which they consider to be reasonable in all the circumstances, taking into account the seafarer's record on the ship and any other relevant factors. They may announce:
- i. that they are given a warning;
 - ii. that they are given a written reprimand;
 - iii. that the seafarer will be dismissed from the ship. If the Commander decides that the continued presence of the offender on board would be detrimental to the efficient and safe running of the ship or to the maintenance of harmonious personal relations on board, they may arrange for dismissal to take place at the next port of call.

- f) The Commander will enter details of the breach and the action taken in the official log.
- g) The seafarer shall be given a copy of all entries made in the logbook relating to their breach of this Code and shall acknowledge receipt.
- h) The seafarer shall be given a copy of any report made to Revenue, which directly relates to the incident for which the seafarer is subject to disciplinary action.
- i) The seafarer shall have the right to be accompanied by a friend, who may advise him and speak on his behalf, whenever an alleged breach of this Code is being considered against him.

Dismissals

- 13.** In the event of dismissal from the ship, Revenue will convene a hearing ashore to review the circumstances of the seafarer's dismissal and decide whether dismissal should be confirmed or, in the case of a permanent employee, to decide whether the contract of employment should be terminated. If so, requested by the seafarer, an official, the appropriate seafarer's union or a fellow employee will be invited to be present at the hearing which should normally take place within 5 working days of dismissal from ship in State, or within 5 working days of arrival in the State if dismissed abroad.
- 14.** The seafarer will be advised in writing of the outcome of the hearing. Where dismissal is confirmed or the seafarers' contract is terminated, they will be advised of the time-limits within which any appeal against the dismissal should be lodged. (Normally within 14 days). Any such appeal will normally be to a higher level of authority within the organisation.
- 15.** The procedures outlined in paragraphs 13 and 14 may be amended in accordance with local circumstances should this be agreed to by Revenue and the relevant seafarer's union.
- 16.** Nothing in this Code of Conduct shall be read as negating any seafarer's right to bring an unfair dismissal claim before an Industrial Tribunal as provided in legislation.