

Agricultural Development Officer Grade I – Temporary South Region

PLEASE READ CAREFULLY

Teagasc wish to establish three regional panels from which Agricultural Development Officer vacancies in the area of advisory, education and training will be filled. These panels will be used to fill temporary vacancies and will remain in place for a period of 24 months.

Agricultural Development Officers play a central role in the delivery of advisory, education and training services within Teagasc. Advisors are involved in the development of assigned client's farm business through improved technical and financial efficiency and sustainable resource management. College teachers and education officers will be involved in delivering classes/practical's to full time and part time students on a range of programmes delivered at colleges.

Successful applicants will be assigned to a particular programme area reporting to the Regional Manager/College Principal or other nominated manager. Staff may be reassigned to an alternative location or programme area in order to meet customer demand and in line with changing organisational priorities. While normal working hours are Monday – Friday 9:00 – 5:15 pm, staff may also be required to work some regular evening work and Saturdays to meet the needs of part time students and our discussion groups.

Please refer to the Job Specifications for an outline of the broad range of duties of an Agricultural Development Officer and details of the essential qualifications, knowledge, skills and behavioural competencies.

Application Process

In order to apply for the South Region recruitment competition you must register on TOP Jobs and complete your profile, answer the job specific questions for this role and the additional information document and submit your application before the closing date.

Full details for the south region competition can be accessed on <https://www.teagasc.ie/about/opportunities/current-vacancies/>

Applications can only be completed and submitted online through TOPJobs, and must be received **no later than 11.59am on Friday 30 April 2021**.

Please do not forward any certificates, CVs or references with your application form, as these will not be considered as part of your application.

Selection Process

The selection process will progress through the following steps:

1. Screening of applications to ensure candidates meet the essential educational criteria as outlined in the job specification. Applicants who do not meet the essential educational criteria will not progress to the second stage of the selection process.
2. Short-listing of eligible applications where marks will be awarded for qualifications, modules and relevant experience. The highest ranked applications from this marking process will be called to the third stage of the selection process (interview stage).
3. A competency based interview in mid/late **May 2021** (likely between 19 – 26 May) will focus on exploring the candidates' relevant experience, knowledge and the broader competencies required for the role of Agricultural Development Officer in Teagasc.

* Applicants who have special requirements or need assistance at interview can contact the recruitment officer at ado.recruit@teagasc.ie

Key Dates

The closing date for receipt of completed applications is **11:59am on Friday 30 April 2021**. Applications will not be accepted after this time.

All applications received through TOP Jobs will be acknowledged with an auto reply and further contact will be made after each stage of the process.

Interviews will be virtual by way of Zoom and will be scheduled for the **middle/late May 2021, (likely between 19-26 May)**.

The onus is on candidates to make themselves available to attend the virtual interview as required as it will not be possible to arrange alternative dates.

Interview Expenses

Teagasc will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their application for this recruitment competition.

Panel

This South Region panel will become effective from 2 June 2021. However the Teagasc ADO Panel set up in 2019 will be valid until 31 October 2021 and this panel will be referenced in the first instance until the panel expires. Other temporary panels set up in the last 12 months that are still live will also continue to be used to fill temporary positions in the appropriate sequence set by the HR department.

Candidates' Obligations

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person in relation to their application for this recruitment competition
- Interfere with or compromise the recruitment process in any way

Where a candidate is found guilty of any of the above he/she will be excluded from the recruitment competition.

Candidates are required to:

- Register their profile on TOP Jobs
- Complete all relevant sections of the application form through TOP Jobs
- Complete the additional information document and submit with application through TOP Jobs
- Ensure that the information provided as part of their application is detailed and up to date, as this is the only information which will be used by Teagasc in order to assess if an applicant is eligible to be considered.
- Submit their completed application before the specified closing date through TOP Jobs. It is important that candidates allow ample time in order to complete and submit the application before this deadline.
- Make themselves available to attend the virtual interview as required
- Indicate on the additional information document the locations for which they wish to be considered. If successful you will only be offered vacancies in regions/colleges which you have selected

At the time of being offered a position candidates are also required to:

- Produce a copy of their Level 8 statement of results, and
- A copy of their Level 8 transcripts which verifies completion of modules confirmed in their application.
- **Failure to do so will result in the person being withdrawn from the competition process and they will no longer be offered any employment opportunities with Teagasc.**

Equality

Teagasc is committed to a policy of equal opportunity.

Panel Guidelines

Following the completion of the selection process for all three regional competitions. Teagasc intend to establish three regional panels. These panels will be for the North, South and Midlands Regions from which Agricultural Development Officer vacancies in the area of advisory, education and training will be filled. The following are the guidelines under which this panel will operate:

- These panels will be used to fill **temporary** vacancies.
 - Temporary positions will be offered to the highest ranked candidates on the Panel.
- Teagasc reserve the right to **retain flexibility in regard to how offers are made** from these panels.
- These panels will remain in place for a period of **24 months** from the date the Teagasc Authority are advised of the results for each panel.
- Candidates will **not** receive additional offers of temporary contracts **while a period of 6 months remains** in their existing Teagasc temporary contract (regardless of whether the temporary contract was from this or another Teagasc Panel).
- Candidates will forfeit their place on the panel if they **reject three employment offers** based on their preferences in the application form.
- Teagasc reserve the right to **further assess** a candidate's suitability for a role prior to an offer being made (see also above).
- Teagasc reserve the right to **suspend any future employment offers** to candidates where they do not perform satisfactorily in a temporary contract.
- Candidates will only be **offered vacancies in the location(s) for which they have expressed an interest**. Location **preferences may be amended** during the lifetime of the panel(s). If a candidate wishes to make an amendment to their location preference during the lifetime of the panel(s) they should contact the Teagasc HR Department, quoting the reference of the recruitment competition.

Feedback and Appeals

Candidates will be given their marks after each stage of the competition. Given the high volume of applications it will not be possible to give more personalised feedback beyond the marks.

Our Appeals process can be accessed from our Candidate Booklet which you can access from [here](#).