

VISION  
ZERO

RSA

INFORMATION BOOKLET  
PLEASE READ CAREFULLY

The Road Safety Authority intends to hold an open competition for the position of

**Engineer Grade III – Ref: 09/24**

**Closing Date: 3.00pm on Monday 20, May 2024**

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

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E-mail: [recruitment@rsa.ie](mailto:recruitment@rsa.ie)

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## **Engineer Grade III – Ref: 09/24 Road Safety Authority**

**Post:** **Engineer Grade III**

The Road Safety Authority (RSA) is tasked with improving safety on our roads in order to reduce death and serious injuries resulting from road collisions. The legal basis for the RSA is set out in the Road Safety Authority Act 2006. The RSA formally came into existence on 1st September 2006.

An objective of the RSA is to bring Ireland's road safety record into line with "best practice" countries throughout the World.

The achievement of this objective will involve cooperation with many stakeholders working in the area of Road Safety, including An Garda Síochána, Education sector, Health sector, Local Authorities, Courts Service, Transport Infrastructure Ireland, International Road Safety organisations, the European Union, the media and the general public.

**Nature of Employment:** This is a permanent assignment in accordance with the General Conditions of Employment.

**Job Location:** The main RSA Headquarters are based in the Moy Valley Business Park, Primrose Hill, Ballina, Co Mayo, or Clonfert House, Bride St, Loughrea, Co. Galway, H62 ET93, or other such place designated as appropriate by the Authority. During specific time periods, remote work may be required.

**Directorate:** Research, Standards and Assurance

**Reporting to:** Engineer Grade II

**Introduction:**

Since its establishment in 2006, the range of functions allocated to the Road Safety Authority by Government and legislation has grown substantially over the years. Further growth and diversity in functions is expected in the coming years and will be driven by the Government's Road Safety Strategy 2021-2030 and subsequent Road Safety Transformation Programme, in addition to our corporate plan 2021-2024.

In 2020, RSA agreed our organisational values. They will guide our behaviour, the expectations we set ourselves and the experience of others who engage with us. These values will be embedded throughout the RSA in 2023 and must inform our strategy development, our transformation journey, and our engagements with both stakeholders and staff.

**Integrity**

We behave ethically, honestly and transparently.

**Accountability**

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

**Making a difference**

Everything we do is to improve road safety.

**Service excellence**

We deliver innovative, responsive and accessible public services.

**Collaboration and partnership**

We foster inclusive and supportive working with staff and partners.

The RSA has embarked on its most important transformation journey to date, in the development of its Road Safety Transformation Programme (RSTP). This transformation is driven by Vision Zero, as outlined by governments and road safety agencies across the world, which sets out the road safety outcomes of Zero Fatalities and Zero Serious Injuries by 2050. As part of this Vision Zero, which the Government in Ireland has committed to, is a 50% reduction in fatalities and serious injuries on Irish roads by 2030, as per Programme for Government (PfG) outcomes. Such improvement is extraordinary and transformational in scale.

**Job Summary:**

The successful candidate will work as part of a multi-disciplinary team, on a cross-functional basis, on a range of projects involving enhancement of vehicle standards and roadworthiness testing. They will be required to demonstrate broad technical and project management competencies and an ability to lead and drive projects of a scale of complexity that is appropriate to the Engineer Grade 3 competency. The candidate will be required to undertake effective resource planning of both his/her own time and that of the project team.

This role will also require excellent analytical and problem-solving capabilities and an ability to undertake robust decision-making in a timely and effective manner. Successful candidates will be expected to contribute to streamlining work processes.

The key functions are to assist in the delivery of technical and legislative/policy projects. Successful candidates will be required to:

- Contribute to development of policies in relation to vehicle standards,
- Contribute to the delivery of Road Safety Strategy actions,
- Advise on matters relating to vehicle engineering,
- Review and amending existing legislation,
- Assist in the drafting of regulations on foot of EU and national legal requirements,
- Communicate effectively with the Vehicle Standards team and relevant stakeholders,
- Assist in updating the various roadworthiness test manuals and RSA publications/guidance to take into account of developments in vehicle standards and engineering.

Individual tasks in support of these activities may include, but is not necessarily limited to, the following:

**Main areas of responsibility:**

- Planning and monitoring and control of projects assigned to them in a timely and efficient manner to ensure project objectives are met.
- Strive to ensure all deliverables are completed to a high standard (both in terms of technical accuracy, relevance and conciseness) and are completed within agreed timescales.
- Undertake appropriate research to provide robust and well-thought-out justifications for all decisions made, including documenting of same.
- Work towards developing technical expertise in required areas of vehicle standards and build up requisite levels of knowledge and skills in the competency areas assigned to them.
- Assist in preparing and reviewing national legislation. Transpose EU Directives and Regulations into national legislation. Develop a good level of expertise in EU and national legislation and policy pertaining to Vehicle Standards.
- Preparation of technical specifications for procurement tender processes.

- Prepare responses to CITA and EU surveys.
- Attend meetings, events and conferences on behalf Road Safety Authority, both nationally and internationally.
- Responsible for contract management for external contractors.
- Prepare Regulatory Impact Assessments and consult with relevant stakeholders where directed.
- Develop a strong working relationship with relevant stakeholders in relation to the standards of vehicles (type approval of vehicles, on-road use of vehicles, vehicle modifications, autonomous vehicles, end of series derogations etc.).
- Annual Workload Operational Activities, Professional Development, and Project Goal setting through the Performance Management Development System (PMDS).
- Professional training and development of technical knowledge and expertise. Engage in continuing professional development (through on-the-job training, formal training courses, mentoring, etc.) and work toward professional accreditation with a recognised governing body.
- Responding to queries assigned to him/her through the Vehicle Standards query management system.
- Undertaking additional duties as required by management.

### **Qualifications and Experience required:**

Candidates must:

- Hold a Level 8 on the National Framework of Qualifications in mechanical or automotive engineering or a closely related field.
- Have a proven track record in managing and successfully delivering small to medium scale projects using current methodologies.
- Have technical knowledge and a proven experience in working with the areas of emerging technologies/standards/engineering requirements, legislative requirements, national and European policy.
- Have good analytical and problem-solving abilities and an aptitude to undertake decision-making in a robust and effective manner.
- Have the ability to work under pressure to tight deadlines and to take a strategic approach in the delivery of key work objectives, and the necessary capacity for innovative thinking.
- Ability to negotiate on sensitive and complex issues, internally and externally.
- Be customer focused.
- Have a strong organisational awareness including an awareness of the broader operating environment (or a proven ability to quickly develop same).
- Have a minimum of 3 years' experience in the management of small to medium scale projects.

The person undertaking this role needs a broad range of knowledge, skills and experience, including the following:

- Good knowledge of project management techniques and methodologies.
- Technical knowledge and a good understanding of vehicle standards, roadworthiness testing standards for vehicles, emerging technologies, engineering requirements, legislative requirements, National and European Policy.
- Stakeholder management skills, business change skills and ability to effectively manage multiple projects.
- Operational decision-making capabilities.
- Influential and be able to motivate others to achieve complex and challenging objectives sustaining high performance and gaining consensus with competing interests.
- Capable of developing key relationships to accomplish team goals.
- Excellent judgement in applying methodologies and evaluation criteria for obtaining results.
- Delivery orientated and remaining focused on team goals /team's strategic agenda.
- Self-starter, proactive.
- Problem Solving and Analytical.
- Excellent interpersonal skills and effective communication.
- Proven track record of prioritising tasks, work with schedules and tight deadlines.

**Key competencies for effective performance at this level:**

- Management and delivery of results.
- Knowledge sharing.
- Judgement and decision making.
- Building relationships and stakeholder communications.
- Drive and commitment.

**Salary Scale:**

Based on a 41.25 hours per week gross or 35 hours net, successful candidates will be paid on the (Engineer Grade III) PPC scale.

[\(Pay Adjustments - Updated 01 January 2024, Circular 04/2024\)](#)

<b>Point 1</b>	<b>€37,211.00</b>
<b>Point 2</b>	<b>€39,683.00</b>
<b>Point 3</b>	<b>€40,345.00</b>
<b>Point 4</b>	<b>€43,644.00</b>
<b>Point 5</b>	<b>€46,954.00</b>
<b>Point 6</b>	<b>€50,264.00</b>
<b>Point 7</b>	<b>€53,660.00</b>
<b>Point 8</b>	<b>€55,803.00</b>
<b>Point 9</b>	<b>€57,958.00</b>
<b>Point 10</b>	<b>€60,130.00</b>
<b>Point 11</b>	<b>€62,289.00</b>
<b>Point 12</b>	<b>€64,454.00</b>
<b>Point 13</b>	<b>€66,620.00</b>
<b>Point 14</b>	<b>€68,777.00</b>
<b>Point 15</b>	<b>€70,954.00</b>
<b>Point 16 (LS-1)</b>	<b>€73,359.00</b>
<b>Point 17 (LS-1)</b>	<b>€75,761.00</b>

Salary is paid fortnightly; the Authority operates a contributory pension scheme. PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution). A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3 years (LSI-1) and 6 years (LSI- 2) satisfactory service at the maximum of the scale.

Candidates should note that entry will be at point 1 of the above scale and will not be subject to negotiation. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Candidates should note that different pay and conditions may apply, if, immediately prior to appointment, the appointee is a serving civil or public servant.



**Probation:**

Candidates must satisfactorily complete a 12-month probationary period before a permanent appointment can be confirmed.

**Annual Leave:**

The annual leave allowance will be **25** working days a year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

**Medical:**

A candidate who is not already in permanent employment of the Authority will be required, prior to appointment, to pass a medical examination by a doctor nominated by the Authority. The Authority bears the cost of this examination.

**Superannuation and Retirement:**

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Road Safety Authority depending on the status of the successful appointee: Full details of the Scheme are at <https://singlepensionscheme.gov.ie/>.

(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); Under the Single Public Service Pension Scheme retirement is compulsory on reaching 70 years of age. Minimum pension age is 66 years (but this will rise to 67 and 68 in line with State Pension age changes).

(b) An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on his/her substantive grade i.e. the grade at which the individual is employed in his/her parent organisation.

(c) 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 be a member of the Road Safety Authority's existing Staff Superannuation Scheme.

(d) Appointee's status for superannuation purposes

At the time of being offered an appointment, the Road Safety Authority, in consultation with the Department of Public Expenditure and Reform, if necessary, will, in the light of the appointee's previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply for the duration of the appointment. 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 Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which, as outlined below, render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

**Ill-Health Retirement:**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment. Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available to download here: [ill-health-retirement](#).

**Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

**Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same

prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**Eligibility to Compete:**

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp four visa: or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp four visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp four visa.

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

It is important that candidates list their previous civil or public service employment, if they have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

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

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.

**Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013):**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to*

*Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will **not** be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

#### **Declaration:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

#### **Health:**

A candidate for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

#### **Character:**

A candidate for, and any person holding the office, must be of good character. The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

#### **How to Apply:**

Application Form, CV and any supporting documentation must be submitted by email to [recruitment@rsa.ie](mailto:recruitment@rsa.ie). Applications will not be accepted after the closing date of **3.00pm on Monday, 20 May 2024**.

As we are only accepting applications by email, applications must be submitted in either a Microsoft Word format or PDF format. Applications stored on personal online storage sites, e.g., OneDrive, Cloud, Dropbox, Google Drive etc. will not be accepted. Applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an online storage site e.g. Google Drive) when emailing your application.

This is a competitive competency-based interview process to form a panel of suitable candidates to fill this specific position. The duration of the panel will be for a period of 2 years initially and may be extended by the CEO.

**Closing Date:**

Your application must be submitted to the above e-mail address no later than **3.00pm on Monday, 20 May 2024**. Interviews may be held in person or by another video conferencing provider to be designated by the RSA.

**Expenses:**

The Road Safety Authority will not be responsible for refunding any expenses incurred by candidates. Successful candidates should make themselves available on the date(s) specified by the Road Safety Authority and should make sure that the contact details specified on the application form are correct. The RSA does not pay expenses for the purpose of attending for interview or taking up employment.

**Selection Process:**

Depending on the number of applications received, the selection process may include;

- shortlisting of candidates on the basis of the information contained in their application.
- an initial/preliminary in-person or remote/video conferencing interview which may in turn include a questionnaire and/or presentation by the candidate.
- a competitive in-person or remote/video conferencing interview, which may also include a presentation or other exercise by the candidate.

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Road Safety Authority may decide that a number only will be called to interview.

In this respect, the Road Safety Authority provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. 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 interest to provide a detailed and accurate account of your qualifications/ experience in your application.

**Appointments from Panels**

The RSA will establish panels of suitably qualified individuals to fill vacancies, which may arise in the various locations. If a candidate is offered and accepts a position, they must be available to take up that position within a reasonable time frame.

The RSA has no foresight as to how many vacancies may be filled over the lifetime of the panel, and potentially candidates may not be reached on the order of merit.

Qualification and placement on a panel is not a guarantee of appointment to a position. Once reached on the panel, a candidate will normally be considered for one position only. Once assigned to a position, a candidate will be removed from the panel and will no longer be considered for any future positions.

***Please note that placement on a panel is not a guarantee of appointment to a position.***

**Specific candidate criteria:**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned.

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
- Be fully competent and available

**References:**

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). Please be assured that we will only collect the details and contact referees should you come under consideration for the post. We will require e-mail addresses for all referees.

**Security Clearance:**

Please note: The applicant may be required to complete and return a Garda e-vetting form should they come under consideration for appointment. This e-form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. If unsuccessful this information will be destroyed by the Road Safety Authority. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

**Confidentiality:**

We would like to assure you that protecting confidentiality is our number one priority. You can expect, and we guarantee, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

**Deeming of candidature to be withdrawn:**

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

**Deferrals from Panels:**

Start dates are arranged at the discretion of the RSA and candidates will be required to take up duty within a reasonable timeframe once assigned to the position.

**Quality Customer Service:**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it. Feedback will be provided on written request.

**Candidates with Disabilities:**

The RSA has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

**Candidates' Obligations:**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- interfere with or compromise the process in any way.

A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence.

A person who is found guilty of an offence is liable to a fine/imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where 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.

**Other Important Information:**

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Road Safety Authority is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the Road Safety Authority will not be responsible for refunding any expenses incurred.

Prior to any candidate for being considered for appointment to this position the Road Safety Authority may make all such enquiries including health checks that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

A panel will be formed from which this vacancy may be filled from this campaign within the next 2 years or as designated by the CEO. Should the person recommended for appointment decline, or having accepted it relinquish it, the Road Safety Authority may at its discretion, select and recommend another person for appointment on the results of this selection process.

**General Data Protection Regulation (GDPR):**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When your application form is received, we create a record in your name, which contains all of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful specific information you provide will become part of your personnel record. Such information held is subject to the rights and obligations set out in the GDPR.

To make a right of access request under Article 15, please submit your request in writing to: Data Protection Officer, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo, F26 V6E4 or by email to [dataprotection@rsa.ie](mailto:dataprotection@rsa.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant records. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.