

CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY
The Pensions Authority is an equal opportunities employer

Assistant Principal – Supervision and Enforcement
The Pensions Authority

Title:	Assistant Principal
Employer:	The Pensions Authority
Salary:	€83,113
Level:	Assistant Principal (Standard Scale)
Posts:	One permanent post The Authority may establish an Assistant Principal – Supervision and Enforcement panel as part of this recruitment process from which any future permanent or temporary Assistant Principal – Supervision and Enforcement posts which arise during the life of the panel may be filled.
Tenure:	Permanent (subject to satisfactory completion of probation)
Location:	Verschoyle House, 28-30 Lower Mount Street, Dublin 2 The Pensions Authority currently operates a hybrid work model (HWM). Our HWM policy currently requires employees to attend the office for a minimum of two days per week. Please note the Authority's HWM is subject to change in line with Government guidelines and the Authority's business needs.
Email:	careers@pensionsauthority.ie
Closing date:	12:00 (noon) on Wednesday 8 July 2026

The Pensions Authority

The Pensions Authority is a statutory body established under the Pensions Act 1990. The Authority supervises compliance with the Pensions Act by scheme trustees, personal retirement saving account (PRSA) providers, registered administrators and employers. Additionally, the Authority is responsible for advising the Minister for Social Protection on pension matters generally.

Further information about the Authority and [the work we do](#) can be found on our website www.pensionsauthority.ie.

The Supervision and Enforcement Unit

The Supervision and Enforcement Unit (S&E Unit) is responsible for supervising compliance by pension scheme trustees and other regulated entities with their obligations under the Pensions Act and the Code of Practice for Trustees, and for initiating enforcement action, where appropriate. The S&E Unit is comprised of three operational teams that respectively focus on the supervision of master trusts, defined contribution schemes and personal retirement savings accounts (PRSAs), and defined benefit schemes.

The S&E Unit undertakes proactive supervisory work by conducting the supervisory review process (SRP) as set out in the Pensions Act; and on and off-site inspections, thematic reviews, desk-based audits, and engagement meetings with trustees, PRSA providers and registered administrators. In addition, the Unit supervises reactively in response to specific events and/or whistle-blow reports.

The S&E Unit is also responsible for processing regulatory applications and submissions from pension scheme trustees, registered administrators and PRSA providers.

The role of the Assistant Principal Officer in the Supervision and Enforcement Unit

The Assistant Principal Officer will primarily work in the area of proactive supervision of occupational pension schemes and PRSAs.

The Assistant Principal Officer will report to a Principal Officer. The main duties and responsibilities of this role include:

- Leading supervisory teams in conducting SRPs, on and off-site inspections, thematic reviews, desk-based audits and regulatory engagement meetings.
- Overseeing regulatory investigations.
- Managing, training, developing and motivating teams.

- Reviewing and analysing responses and data gathered through the Authority's proactive supervisory activity.
- Preparing reports and making recommendations.
- Managing the S&E Unit's programme of projects, cross-functional projects and the development of supervisory and enforcement processes.
- Participating in the development of business strategies and policies.
- Effectively allocating available resources and managing the co-ordination, planning and scheduling of the S&E Unit work to ensure delivery of high-quality outcomes.
- Representing the interests of the Authority as appropriate with external stakeholders such as trustees, registered administrators, professional advisers to schemes, PRSA providers, relevant Government Departments and Agencies, EU institutions and committees, and other regulatory bodies and representative organisations.
- Complying with any duties that may be assigned from time to time by a Principal Officer, Directors or the Pensions Regulator.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive, and is subject to review.

Essential requirements

- Minimum of five years' experience at management level working in any of the following: the pensions or finance industry, a regulatory body, risk or governance management within a regulated sector.
- Strong analytical skills, sound judgement and proven ability to deliver results.
- Strong digital skills including the ability to ensure that available digital tools are utilised.
- Proven ability to critically assess processes and procedures, identify improvements and manage change effectively.
- Proven ability to communicate and present in a clear and professional manner.
- Demonstrated experience in planning and managing engagement with external stakeholders.
- Proven capability to assert and uphold the organisation's position, using sound judgement to challenge stakeholders appropriately and effect an improvement in standards and behaviours.
- Strong track record of managing and developing teams, building capacity and supporting staff to achieve high-quality outcomes.



Desirable skills and qualifications

- A professional qualification relevant to any of the following: pensions, regulation, financial services, risk or governance management in a regulated sector.

The successful candidate must be interested in further developing their pensions knowledge and may be required to undertake training courses during their probationary period.

Working at the Pensions Authority

The Authority is an equal opportunities employer. Our employees come from varied professional backgrounds in both the private and public sector and include actuaries, lawyers, accountants, regulatory specialists, data analysts, qualified financial advisors, pension administrators, investment managers, customer service support, and software and hardware engineers. For more information on how a career at the Authority can give you a unique opportunity to work in pensions regulation and to develop your potential, see [this section](#) on our website.

Application process

Interested candidates must submit the application form provided, demonstrating how they meet the requirements of this position to careers@pensionsauthority.ie by **12:00 (noon)** on **Wednesday 8 July 2026**. Late applications will not be accepted. We acknowledge receipt of all applications. If you do not receive an acknowledgment of receipt of your application, please contact careers@pensionsauthority.ie immediately, but no later than three days after the closing date.

Applications must be marked in the subject heading as:

- 'AP – Supervision and Enforcement – your name'.

Failure to do so may result in your application being deemed ineligible.

Applicants must demonstrate in the application form that they possess the qualities, skills and knowledge required for the role as identified in the 'Essential requirements' section above, and the capability framework for Assistant Principal grade (set out in [Appendix 1](#)). Further information on the capability framework is available [here](#).

In particular, applicants must establish within their application, that they possess the specific capabilities identified below.

These are:

- Analysis, judgement and decision making.
- Delivering excellence.
- Leading, motivating and developing.
- Engaging and collaborating.
- Strategy, change and reform.

Eligibility

If you are an EU/EEA/UK national, you will be asked to show proof of right to work in Ireland. If you are a non-EU/EEA/UK national, you will require a current and valid work visa for the Republic of Ireland. Remote working outside of the territory and jurisdiction of Ireland will not be facilitated except for employees residing in Northern Ireland.

Please note the Pensions Authority cannot provide employer sponsorship for employment permit purposes.

Selection process

Candidates may be shortlisted on the basis of the information provided in their application form. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements of the post.

The selection process may include:

- a competitive initial/preliminary interview; and/or
- one or more rounds of technical tasks, tests or exercises to be completed by the candidate; and/or
- a competitive final interview(s); and/or
- a presentation by the candidate.

Notification to attend interview will be provided at least one week in advance. Candidates will be required to attend interviews at their own expense. It is not possible to alter the allocated interview date or time. Candidates who do not attend for interview when and where required, or fail to confirm their attendance for interview if requested, will have no claim for further consideration and their candidature will be deemed to be withdrawn.

Reasonable accommodations

The Pensions Authority is an equal opportunities employer committed to inclusion and diversity. We welcome candidates from diverse backgrounds and strive to create a

workplace that reflects modern Ireland, where everyone has equal access to opportunity and feels respected and included.

In accordance with the Employment Equality Acts, reasonable accommodations will be made to support candidates during the recruitment process. Requests for accommodations can be made in confidence by contacting hr@pensionsauthority.ie.

If you require special facilities at the interview location (e.g., wheelchair access, sign interpreter, Braille, etc.), please contact careers@pensionsauthority.ie.

We will endeavour to keep candidates informed of the progress of their application at the earliest possible date.

Candidates should note that canvassing will result in disqualification from the recruitment process.

Honesty agreement

Honesty and integrity are key values in the Civil and Public Service. You are therefore required to ensure that the information provided throughout the selection process is factual, honest, and an accurate reflection of your skills and experience to date. Please note that the use of online systems, software or artificial intelligence during the selection process, assessments, interviews, or to prepare your application responses is strictly prohibited. Candidate submissions at all stages are subject to duplication / originality / response pattern checks, and the information provided may be verified at a later stage. Where a breach occurs, the Authority will consider sanctions which may result in disqualification. Any candidate who supplies false or misleading information will be disqualified.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them on request. Failure to do so may result in disqualification from the competition and/or termination of contract. Therefore, we advise you to have this documentation available to you when making your application.

In submitting your application, and in engaging in the recruitment process, you are confirming that you consent to your work/submissions being made subject to this process.

General conditions of employment

Pay

Entry will be at the minimum (first point) of the Assistant Principal (Standard) Scale, which is €83,113 for persons appointed on or after 6 April 1995. The salary scale for the position,



as per Circular 22/2026 is as follows:

For persons appointed to the public service after 6 April 1995:

€83,113 €86,173 €89,277 €92,390 €95,499 €97,292 €100,427¹ €103,576²

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

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and/or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure

In the event of appointment to a permanent or temporary position with the Authority the appointee must serve a probationary period, which normally will last for nine months. If at anytime during this period, it appears that the appointee would not be suitable for final appointment the probation will be terminated.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes gross or 35 hours net per week. Normal working hours are from 9.00am to 5.00pm Monday to Friday, including lunch. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time. Please note that hours of attendance may be subject to change from time to time in line with Government/local policy and practices.

Annual leave

The annual leave allowance for the position of Assistant Principal Officer is 30 working days per year. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five-day week and is exclusive of the usual public holidays.

Business travel

When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

Pension entitlements

The successful candidate will be offered the appropriate pension terms and conditions as prevailing in the Authority at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Candidates will be notified of which scheme will apply to them, at the time of being offered an appointment.

The Single Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 1 January 2013. From that date onwards, new public servants will be members of the Single Scheme, which will provide CPI-linked defined-benefit pensions based on career-average pay. The Scheme’s minimum pension age will be linked to the State Pension age 66. Retirement for most members will be compulsory on reaching age 70. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see: <http://www.per.gov.ie/pensions>.

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.

Note:

Candidates should note that different pay and conditions may apply if, prior to appointment with the Authority, the appointee is/was a serving civil or public servant.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.

Privacy Statement

Information provided on applications submitted to the Pensions Authority will be processed in line with our Privacy Statement. Please click here to review the Pensions Authority’s [Privacy Statement](#)



Appendix 1 Assistant Principal Officer capabilities

Capability / sub-dimension	Key indicators
Analysis, judgement and decision making.	<p>Can quickly gather, analyse and critically evaluate data from a range of sources, to identify key information.</p> <p>Ensures data is collected, analysed and utilised on a regular basis to support work and to facilitate effective decision making.</p> <p>Analyses and evaluates complex verbal and numerical information in an accurate and timely manner.</p> <p>Manages issues and solves problems in an informed, logical and composed manner, seeking additional information and inputs where necessary.</p> <p>Effectively deals with difficult, ambiguous situations and 'on-the-spot' issues, quickly determining the best course of action.</p> <p>Makes balanced judgements and decisions, drawing from evidence, experience and relevant policies and procedures, while also considering contextual issues and sensitivities.</p> <p>Makes important, urgent or difficult decisions in an appropriate, timely and ethical manner, considering the broader implications or impact and sharing the rationale for decisions made.</p>
Delivering excellence.	<p>Manages a programme of work, taking ownership over own independent projects and also overseeing team-based work.</p> <p>Effectively plans and prioritises in the face of competing demands and resource constraints, ensuring results are delivered.</p> <p>Estimates, manages and allocates resources effectively.</p> <p>Sets high standards and goals for self and others with commitment to meeting these.</p> <p>Advocates for delivering excellence in customer service and customer experience and instils this on others.</p>

	<p>Monitors efficiencies, value for money and adheres to corporate governance requirements.</p> <p>Quickly gets up to speed with new tasks or roles, gaining an understanding of requirements, relevant information and sensitivities.</p> <p>Is flexible, agile and resilient in the face of difficulty or emerging demands.</p> <p>Seeks feedback and evaluates delivery against required outcomes, taking action to learn, respond and improve.</p>
<p>Leading, motivating and developing.</p>	<p>Ensures their team have exposure to development opportunities, strategically delegating tasks or projects and considering existing strengths and development needs.</p> <p>Supports and motivates high performance by providing recognition, guidance, coaching and regular feedback.</p> <p>Utilises and promotes both formal and informal performance management techniques.</p> <p>Creates and communicates a clear vision and goals.</p> <p>Shows authenticity, passion and commitment to their work and reminds the team of the wider purpose and impact.</p> <p>Leads with integrity, honesty, transparency and accountability.</p> <p>As a leader, champions equality, diversity and inclusion, taking meaningful action through the work of their organisation and department and in supporting a diverse workforce.</p> <p>Empowers their team by fostering autonomy, trust and honest communication.</p> <p>Openly prioritises the wellbeing of self and others, instilling a culture of support, empathy and consideration.</p> <p>Demonstrates self-awareness and the ability to manage own emotions and behaviour, particularly in challenging situations.</p>
<p>Engaging and collaborating.</p>	<p>Utilises interpersonal skills to build and maintain working relationships within and outside of own area, team and department and organisation.</p> <p>Engages and consults regularly with relevant stakeholders, managing expectations and providing insightful, open and transparent updates.</p>

	<p>Maximises opportunities to collaborate by asking the right questions, offering support, being proactive and showing understanding of others' objectives</p> <p>Proactively involves and consults with others, across all workplace arrangements such as remote, hybrid or blended or office-based.</p>
<p>Strategy, change and reform.</p>	<p>Actively contributes to the development and evaluation of strategic plans, focusing on the short-, medium- and long-term goals.</p> <p>Supports the development of broader organisational and departmental policy, strategy, and objectives.</p> <p>Strong understanding of wider Civil Service policies and relevant developments in the Public and Private Sector.</p> <p>Demonstrates awareness of changing circumstances, environment and context, with the ability to respond and adapt as necessary.</p> <p>Leads and supports others through change, highlighting the benefits and addressing resistance, concerns or feedback.</p> <p>Supports the change and reform agenda by putting forward recommendations, implementing agreed change and focusing on improvement.</p>



AP Assistant Principal Officer

