

Candidate Information Booklet

National Concert Hall
NCH Choral Manager

October 2026



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A Message from our CEO

Welcome to everyone who has an interest in joining us at the National Concert Hall. As Ireland's National Cultural Institution for music, our journey began in 1981 when the National Concert Hall was opened. Throughout those years we have undergone a number of transformations, continuing to build, diversify and broaden our offering and remit, and most recently becoming the permanent and proud home of our National Symphony Orchestra Ireland. If you are successful through this process, you will be joining us in continuing on this journey, driving the story of music in Ireland forward, and engaging with new and ever more diverse audiences.

We are an organisation full of passionate, ambitious and exceptional people who love all things music and what we collectively strive to be: *an inspiring, world-class music organisation, accessible to all, enriching people's lives and the cultural landscape of Ireland.*

That is a bold and ambitious aim, one that is guided by and dependent upon the excellence of the people who work here. The culture of our organisation is founded on four important values - **Respect, Integrity, Collaboration** and **Excellence**. These values, chosen collectively by everyone who works here, fuel our commitment to deliver for our audiences and achieve our customer promise. They give us the confidence to meet the high expectations that our audience has whenever and however they interact with us. Equally, as a publicly funded arts institution, excellence in public service is always front and foremost in our ambition.

Music captivates us all - it creates emotion and magic all at once. We know how special that can be and we welcome interest from anyone who believes they can contribute to creating that magic as part of the National Symphony Orchestra Ireland and our wider team at the National Concert Hall.

Good luck!

Yours,

A handwritten signature in black ink, appearing to read 'Nigel Flegg', with a stylized, flowing script.

Nigel Flegg, CEO

The National Concert Hall

The National Concert Hall (NCH) is Ireland's national cultural institution for music, proudly serving the Irish public since it opened in 1981 through live music performances and significant educational and cultural programmes.

The NCH is proud to be the home of our National Symphony Orchestra Ireland and Choirs, as well as providing residence for a range of other music organisations including Chamber Choir Ireland, Irish Baroque Orchestra, Music Network, Crash Ensemble, and Music Generation. We host in excess of 1,000 events each year providing world-class music and entertainment for all ages, enriching people's lives through music and the magic of live performance.

This historic Dublin site, on Earlsfort Terrace hosted the Great Exhibition and later became the Royal University (1890) and UCD (1914). It played a crucial role in the War of Independence, including the 1922 Dáil Éireann debates on the Anglo-Irish Treaty in what is now the Kevin Barry Recital Room.

In 1981, President Hillery officially opened An Ceoláras Náisiúnta, fulfilling a long-held dream for Irish music lovers. The National Concert Hall (NCH) remains a cultural landmark, becoming a statutory body under the National Cultural Institutions Act 2015 & 2023, responsible for promoting music and operating Ireland's national music venue to international standards.

The NCH expanded significantly with the transition of the National Symphony Orchestra Ireland (NSOI) and Choirs from RTÉ in 2022. Operating income rose from €6.5m (2021) to €18.7m (2023), while employee numbers grew from 56 (2021) to 169 (2024), reflecting its evolving national role.

Redevelopment of the National Concert Hall

The reimagining of the National Concert Hall will transform it into a vibrant cultural campus at the heart of our capital city. By creating world-class performance spaces, fostering inclusivity, and restoring an iconic building, this project will establish a 21st-century home for music that celebrates Ireland's rich cultural identity and inspires future generations.

From Concert Hall to Cultural Campus

The new National Concert Hall Campus will include:

- A doubling in size to create a 12,000m² cultural campus dedicated to music.
- A reimagined, expanded auditorium—home for orchestral and choral music in the 21st century.
- A new flexible 250-seat recital hall that will also provide a state-of-the-art rehearsal space for the National Symphony Orchestra Ireland.

- Launching a new NCH Discover Centre to bring music to people of all abilities and stages of life – dedicated to music participation and learning.
- Providing additional purpose-built rehearsal and performance spaces for a range of music organisations with capacity for a range of music residencies within the NCH.
- Restoring 6,000 m² of derelict space and upgrading it to modern sustainability and accessibility standards.
- Rehearsal spaces for our 3 choirs, National Symphony Chorus Ireland, NCH Cór Linn and NCH Cór na nÓg
- Cutting-edge technical facilities and improved acoustics for an exceptional experience.
- New civic spaces, retail, and hospitality areas to energise the city and community.

This investment in facilities will allow the National Concert Hall to deliver a music programme which will inspire every citizen in Ireland and create a cultural destination that will attract visitors from all over the world.



Artist sketches of the North Wing and opened up foyer spaces

Why This Matters?

The National Concert Hall is in urgent need of investment, with large areas derelict and facilities that no longer meet the basic standards required for sustainability, accessibility, or technical requirements. This is a once-in-a-generation chance to reimagine the National Concert Hall and position it as Ireland's flagship cultural institution. Music is central to Ireland's identity, and the National Concert Hall is uniquely placed to showcase our talent and passion for the arts.

The redevelopment will result in a better visitor experience with improved accessibility, comfort, and acoustics for audiences. It will create a world class destination with an inspiring and entertaining year-round programme of music. It will double capacity to welcome over 500,000 visitors annually, creating an inclusive campus that broadens access and opportunity, and generating significant benefits through employment, tourism, and local economic growth.



Artist sketch of the proposed NCH Discover Centre on Earlsfort Terrace

Our Mission, Vision and Values

MISSION

We champion musical excellence, presenting the best national and international music. We are the home of National Symphony Orchestra Ireland, National Symphony Chorus Ireland, NCH Cór Linn and NCH Cór na nÓg, and classical music in Ireland. We foster diversity and inclusion, develop new work and ways to present, promote lifelong learning and engagement, and reach out to audiences across the country.

VISION

The National Concert Hall, Ireland's Cultural Institution for Music is on an ambitious journey to deliver its vision: to be an inspiring and world-renowned music organisation, accessible to all, enriching the cultural landscape of Ireland.

VALUES

- **Respect** – we show respect and kindness towards each other
- **Integrity** – we always act with integrity
- **Collaboration** – we succeed through collaboration
- **Excellence** – we strive for excellence in everything we do

EQUALITY, DIVERSITY & INCLUSION

The NCH strives to be an organisation where every individual is respected and valued, creating an environment where all our employees are supported and encouraged to achieve their full potential. We want to attract talent from the broadest range of people possible, as the more diverse our workforce, the better we can represent and reflect the people of Ireland. We are committed to making the NCH a place where people from all backgrounds feel welcome and can benefit from the enrichment that music brings to our lives.

At NCH we are proud to be an inclusive, equal opportunity workplace.



NCH Cór Linn

The Position

Title of position:	NCH Choral Manager
Tenure:	Full time, permanent
Grade:	Higher Executive Officer (PPC)
Employing Authority:	National Concert Hall
Reporting to:	Head of Orchestra and Choirs
Responsible for:	Choirs Assistant; Choral Music Assistants; Choral Stewards; Choral Pianists.
Location:	Earlsfort Terrace, Saint Kevin's, Dublin, D02 N527
Organisation website:	www.nch.ie

Role summary

Reporting to the Head of Orchestra and Choirs, the NCH Choral Manager will lead the artistic, administrative and strategic management of the NCH Choral family: National Symphony Chorus Ireland, Cór Linn, Cór na nÓg and our Training Choir.

The **NSCI** performs and broadcasts at least six major orchestral choral works each season, collaborating with NSOI and internationally acclaimed conductors and soloists. In addition to these large-scale performances, the chorus also engages in recordings and stand-alone concerts throughout the year.

NCH Cór Linn is a mixed choir of soprano, alto, tenor, and bass (SATB) voices, comprising around 40 singers aged 14–19. Founded in 2018, it offers young vocalists the opportunity to develop advanced repertoire and transition into adult choirs.

NCH Cór na nÓg is one of Ireland's leading children's choirs, providing vocal training and performance experience for 60 children aged 9–13 in a fun and supportive environment. Both choirs perform regularly at the NCH and at special events nationwide.

Working closely with the NSOI programming team, NSCI Chorus Director and youth choir Directors, the role will develop and deliver ambitious choral projects, supporting artistic planning and managing the transition to alternative rehearsal and performance venues during the NCH redevelopment.

The Role

Key responsibilities

The role of NCH Choral Manager is a key position within the NCH and will be responsible for, but not limited to:

Artistic & Programme Development

- Advising on repertoire and reviewing performances with choral directors.
- Developing projects and performance opportunities for the adult and youth choirs, including NSOI collaborations, schools, Christmas and new music programmes.
- Leading recruitment of key choral staff and participating in interview panels.

Staff & Team Management

- Managing relationships with contracted choral directors, including appointment selection, contracts, and scheduling.
- Leading the NCH Choral staff and casual workforce, including pianists, music assistants, stewards, conductors, musicians and coaches.
- Overseeing safeguarding and staff vetting requirements within the Choral team.
- Maintaining regular communication with the Choral and wider NSOI and NCH teams.

Choir & Event Management

- Managing rehearsal and concert schedules, venues and logistics, including alternative venues where required.
- Overseeing rehearsals, concerts, events, catering, transport, equipment, venue liaison and health and safety requirements.
- With the support of the Choirs Assistant, coordinating volunteers and maintaining effective communication with singers, families, conductors, venues and NCH/NSOI teams.
- Planning and managing auditions and vocal assessments across all choirs.

Administration & Finance

- Maintaining choir and personnel records for all volunteer choral members, attendance records and communications in line with GDPR.
- Managing budgets, expenditure, purchase orders, payments and relevant returns.
- Liaising with Finance and Development teams on financial and sponsorship matters.

Music & Publicity

- Managing music purchasing, hiring, copying, filing and library liaison.
- Working with NCH PR and Marketing, Design and Box Office teams on publicity, programmes, website content, photography and ticketing.

The Person

Essential Requirements

The successful candidate must demonstrate evidence of the below:

- Significant experience working in a professional choral, classical music or performing arts environment.
- Experience managing people, teams, and multiple projects simultaneously.
- Experience planning and delivering concerts, rehearsals, auditions, or other live performance activities.
- Strong understanding of choral practice, repertoire, and the needs of singers and conductors.

- Experience working with children and/or young people in a music or performing arts setting.
- Understanding of safeguarding, health and safety and relevant compliance requirements.
- Excellent organisational and project-management skills, with the ability to manage complex schedules and competing priorities.
- Strong leadership and interpersonal skills, with the ability to inspire and support staff, conductors, singers, and volunteers.
- Excellent written and verbal communication skills.
- Strong stakeholder-management skills and the ability to work collaboratively across artistic, operational and administrative teams.
- Good financial and administrative skills, including budget management and record keeping.
- Ability to work calmly and effectively under pressure and respond flexibly to changing circumstances.
- High level of initiative, judgement and problem-solving ability.

Desirable

- Relevant qualification in music, arts management, choral conducting or a related discipline.
- Experience managing a choir or multiple choirs.
- Experience working within a national cultural institution, orchestra, concert hall or similar performing arts organisation.
- Experience developing partnerships and collaborative projects with orchestras, schools, community organisations or other cultural bodies.
- Experience managing venue transition, redevelopment or temporary relocation.
- Knowledge of GDPR, staff vetting and safeguarding procedures in a performing arts or youth setting.
- Experience with music library management, publicity, marketing or box office processes.
- Experience working with volunteers and parents in youth music settings.

Personal Qualities

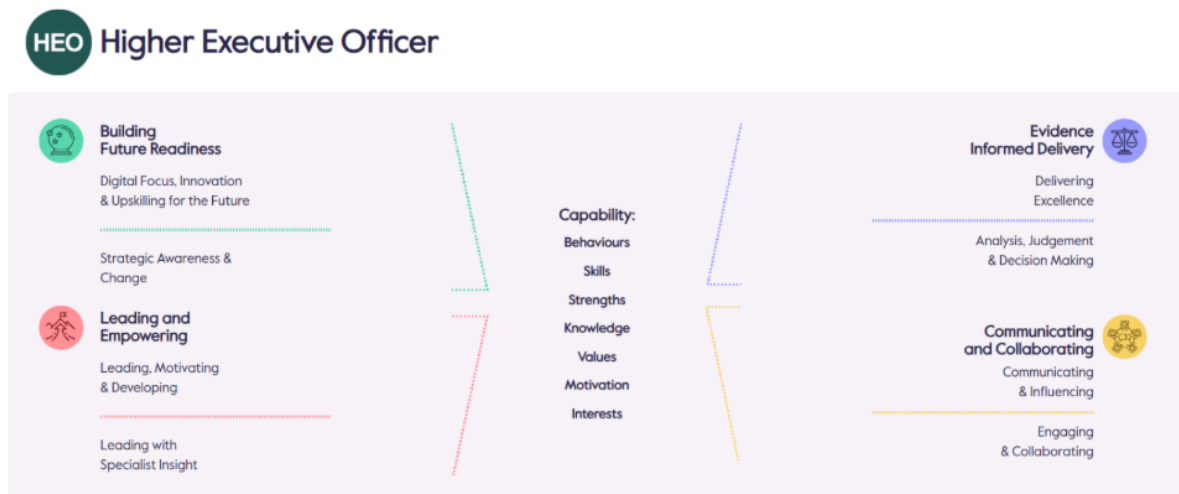
The successful candidate will be:

- A confident and inclusive leader with a genuine commitment to choral music.
- Highly organised, proactive and solutions-focused.
- Collaborative, approachable and able to build positive relationships across a diverse range of stakeholders.
- Adaptable and resilient, particularly in managing the challenges associated with the NCH redevelopment.
- Committed to high artistic standards and providing an excellent experience for singers, staff and audiences.

Capability Framework

Candidates should demonstrate the ability to carry out successfully the duties of the role, as well as the behaviours, skills and knowledge required at Higher Executive Officer grade.

The capability framework for Higher Executive Officer grade is set out below and further information is available on [Publicjobs.ie](https://publicjobs.ie)



National Symphony Chorus Ireland

How to Apply

The National Concert Hall invites applications for the role of NCH Choral Manager from suitably qualified candidates both nationally and internationally and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

All enquiries relating to the role should be directed to bryan.masterson@nch.ie

To apply for this role visit <https://www.nch.ie/about-us/careers/>

Applications should be submitted online and must include:

1. A cover letter (max. two A4 pages) outlining why you wish to be considered for the role and where you believe your skills and experience meet the requirements of the role.
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

Only applications fully submitted online will be accepted into the campaign.

Closing Date

The deadline for applications is **1 November 2026** at midnight.

Applications will not be accepted after the closing date/time. An acknowledgement email will be issued for all applications received.

Format of the Competition

The recruitment process may comprise of several stages, including but not limited to short-listing based on the information submitted, competency-based interview(s), personality / psychometric testing, presentation(s) and any other tests or exercises that may be deemed appropriate.

The process will be held with a selection board, comprised in accordance with the National Concert Hall arrangements for posts at this level.

Interviews

First round interviews will likely be held from week commencing 16 November, in person at the National Concert Hall.

Candidates should make themselves available on the date(s) specified by the National Concert Hall and should make sure that the contact details specified on their application form are correct.

Reasonable Accommodations

Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements with their application. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to bryan.masterson@nch.ie

Selection Process

In the event that the number of applications received significantly exceeds that required to fill the position, the National Concert Hall may implement a shortlisting process to select a number of candidates to be invited to interview on the basis of the information contained in their application. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that, on this occasion, there are some candidates who are, on the basis of the information provided, better qualified, and /or have more relevant experience.

The National Concert Hall does not reimburse the cost of travel to interview.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for appointment. In such case, the applicant will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to the Garda Síochána for security checks on all Irish and Northern Irish addresses at which they have resided.

Candidates' Rights - Review Procedures in relation to the Selection Process

The National Concert Hall will consider requests for review in accordance with the provisions of the Codes of Practice published by the Commission for Public Service Appointments. The Codes of Practice are available at <http://www.cpsa.ie/>

Deeming of candidature to be withdrawn

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

At NCH we are proud to be an inclusive, equal opportunity workplace. We are committed to equal employment opportunities regardless of Gender, Civil Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race, Membership of the Traveller Community or any other characteristic protected by the Equality Acts.

We are committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, or have any questions regarding building access, please contact us on (01) 417 0077

Conditions of Service

General

The role is offered as a permanent, full-time contract.

The appointment is subject to the Civil Service Regulation Acts, 1956 to 1996, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the civil service. The appointee will be subject to the National Concert Hall's policies in respect of Code of Standards and Behaviour.

Salary and Pay arrangements

The Higher Executive Officer (PPC) salary scale applies (rates effective from 1st June 2026) as follows:

€60,029 - €61,785 - €63,537 - €65,286 - €67,044 - €68,792 - €70,547 - €73,077* - €76,546**

* After 3 years satisfactory service at the maximum

**After 6 years satisfactory service at the maximum

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

Starting Salary

Entry will be at the minimum of the scale - **€60,029 per annum**, the first point on the Higher Executive Officer (PPC) scale (as at 1st June 2026). The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Probation

The appointment will be a permanent, full-time position and shall be subject to a probationary period of 6 months at which time an assessment of performance will be carried out by the CEO. The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 and 1991.

Location

The place of work will be at the National Concert Hall, Earlsfort Terrace, Saint Kevin's, Dublin 2.

The National Concert Hall reserves the right, at its discretion, to change this location to any other place within Ireland. Candidates should note in particular that their place of work may relocate to another venue in the Dublin area during the period of redevelopment

Hours of Attendance

Hours of attendance will amount, on average, to not less than 41 hours 15 minutes gross and 35 hours net per week. Normal working hours can fall between 08.00 to 23.00 Monday to Sunday. Flexibility within the role is required from time to time within the NCH and externally. This role will require weekend and evening work on occasion. The NCH reserves the right to alter these working hours.

The successful candidate will agree to co-operate in assisting the National Concert Hall to maintain accurate records of your working hours for the purpose of Section 25 of the Organisation of Working Time Act, 1997.

Annual Leave

The annual leave allowance for this role for a full-time employee is 30 days inclusive of the former privilege days. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service and is exclusive of the usual public holidays.

The Organisation of Working Time Act, 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment. Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

Superannuation and Retirement

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public 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 <https://singlepensionscheme.gov.ie>

The key provisions attaching to membership of the Single Scheme are as follows:

Pensionable Age

The minimum age at which pension is payable is at present 66 years (rising to 67 and 68) in line with State Pension age changes. A constraint on pension size for most members is that they must retire on reaching 70 years of age.

Pension Abatement

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. 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 Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to 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.

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

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.

Pension Treatment of Existing Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this

competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme.

In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants (“Non-Established State Employee Scheme”). This would mean that the abatement provisions above would apply, and in addition there are implications in respect of pension accrual as outlined below:

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 would 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-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website:
<http://www.per.gov.ie/pensions>

Outside Employment

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Eligibility to Compete

Citizenship Requirements

Eligible Candidates must 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 Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (d) 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 4 visa; or
- (e) 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 Switzerland and has a stamp 4 visa.

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria. Further information regarding the Common Travel Area is available [here](#).

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

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 the 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 funds. 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.

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. 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 for Public Expenditure and Reform 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 (6/2013)

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).

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).

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.

Other Conditions of Employment

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 appointee.



NCH Cór na nÓg

General Information

Pre-Employment Checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory:

- reference verification
- academic and professional qualifications verification
- pre-employment medical

Security Clearances

Please note that Garda Clearance may be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following websites may be of assistance to you in this regard:

- www.disclosurescotland.co.uk
- www.migrationint.com.au/office.asp (countries other than UK/NI)
- www.afp.gov.au (Australia)
- www.courts.govt.nz (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies that could provide you with information on seeking Police Clearance.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strictest confidence. Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application

material will be made available to those with direct responsibility for the recruitment process within the National Concert Hall.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Legal Compliance

The National Concert Hall are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR Compliance

The National Concert Hall collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Expenses

The National Concert Hall will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

Canvassing

Canvassing will result in disqualification from the competition.