



An tÚdarás Slándála Príobháidí
The Private Security Authority

**EXPRESSIONS OF INTEREST
PANEL OF EXTERNAL INSPECTORS
WITH THE
PRIVATE SECURITY AUTHORITY**

**INFORMATION NOTE
&
APPLICATION FORM**

18th June 2015

Position

External Inspector with the Private Security Authority.

Location

The Private Security Authority's Headquarters is in Tipperary Town, however, the work of External Inspectors will be conducted on a nationwide basis. As part of this assignment, Inspectors will undertake inspections as directed and complete the necessary administrative functions from their own home or office. Office accommodation, IT facilities and administrative support services will not be provided by the PSA as part of this assignment.

Background

The Private Security Authority was established under the Private Security Services Act 2004 and is the regulatory body for the private security industry in Ireland. The primary function of the Authority is to control and supervise people providing security services and improve and maintain standards in the provision of those services. To date the Authority has licensed contractors in the following sectors: Security Guarding, Door Supervisor, Event Security, Alarm Installation, Alarm Monitoring, CCTV Monitoring, Cash-in-Transit, Access Control and CCTV Installation. It has licensed individuals working in the Security Guarding, Door Supervisor and Cash-in-Transit Sectors. Currently over 900 contractors and 27,000 individuals have been issued with licenses.

One of the key responsibilities of the Authority is the enforcement of the legislation and the Private Security Authority has extensive powers under this legislation. The main breaches of the legislation relate to the provision and use of unlicensed security services. In addition, the Authority has a statutory duty to monitor those who are licenced to ensure that they continue to operate to the requisite standards and within the terms of the licence issued.

Further information on the work of the Authority is available on its website <http://www.psa.gov.ie>

Job Description

The Private Security Authority is seeking **Expressions of Interest** from those wishing to be placed on a panel of External Inspectors with the Private Security Authority.

The work of the External Investigator will involve enforcement of the requirements of the Private Security Authority legislation, which plays a very important part of regulation. Extensive powers have been given to the Authority to ensure that those who are required to be licensed within the security industry are licensed and are maintaining the standards underpinning licensing. Unlicensed operators may be

subject to administrative sanctions and criminal prosecutions up to the revocation of a licence.

Inspectors will be required to assist with enforcement action against companies, clients or individuals which may sometimes lead to confrontational situations and or a prosecution. In the case of a prosecution, Inspectors will be required to attend Court and give evidence.

Inspectors must be available to carry out day time inspections, night-time inspections and inspections at weekends. This work may involve a full day or part of a day, subject to the direction of the Chief Inspector of the Private Security Authority. External Inspectors appointed to a Private Security Authority panel will be expected to be in regular contact with PSA management.

Candidates considering applying for External Inspector with the Private Security Authority should note that it is not possible for the Private Security Authority to guarantee any allocation of work arising from inclusion in the panel.

Essential Criteria

Applicants for the position of External Inspector must:

- Have proven investigative skills and experience of personal interaction with the public through face to face interviewing.
- Have experience in managing complaints.
- Have a good standard of education and be capable of understanding, interpreting and implementing the provisions of the Private Security Services Act, 2004 and 2011.
- Be capable of working on their own initiative.
- Have good report writing skills.
- Have good communication skills.
- Have experience in managing difficult situations.
- Have good administrative skills.
- Have good organisational skills especially in planning and scheduling.
- Have a pleasant and outgoing personality.
- Be a good team player.
- Have keyboard skills and access to IT equipment with email facilities enabling completed investigative reports to be forwarded to the PSA.
- Hold a current full driving licence and have the use of a car for the time spent in carrying out inspections.

Fee

The rate of fee agreed with the Department of Public Expenditure and Reform is €150 per day (€75 per half day) for work undertaken by those placed on the External Inspector panel.

The Fee rate is subject to taxation.

In addition, a maximum of €30 vouched travel allowance will be paid per day.

The PSA will not pay any miscellaneous costs incurred by External Inspectors.

Application Form

The application form for External Inspector is available on the Private Security Authority's website www.psa.gov.ie and should be posted to

Chief Inspector
"Expressions of Interest"
Private Security Authority
Davis Street
Tipperary Town
Tipperary

Late applications will not be accepted.

Candidates are reminded that completed application forms should include

- Passport photo, securely attached to the front of the application form
- Signature of applicant on application form

Selection Criteria

The closing date for Applications is 5.00 pm on Friday 3rd July, 2015.

Emailed applications will **not** be accepted.

Selection Process

Applicants will be short listed following an evaluation of their application form. Applicants short-listed may be invited for interview to facilitate a determination on their application.

The Private Security Authority will not be responsible for refunding any expenses incurred by applicants attending for interview.

Panel

The panel of External Inspectors will be in place for 3 years.

Candidates placed on the External Inspector panel will be subject to Private Security Authority's approval in the first instance and Garda vetting.

It should be noted that it is not possible for the Private Security Authority to guarantee any allocation of work arising from inclusion in the panel.

Removal from Panel

The Private Security Authority reserves the right to remove individual inspectors from the panel for any breaches of the terms and conditions of the expression of interest. The Private Security Authority also reserves the right to remove individual inspectors where the inspector has not complied with the terms and conditions as agreed between the Inspector and the Private Security Authority. Furthermore, the Private Security Authority reserves the right to remove Investigators from the panel should their work not be of a sufficiently high standard.

Training

Training will be provided to ensure familiarisation with relevant legislation and PSA operational requirements.

Confidentiality

External Inspectors placed on a panel will be required to sign a confidentiality agreement which will require him or her not to disclose any confidential information to any third party or otherwise use or permit any others to use same, regarding inspection cases on behalf of the Private Security Authority.

Closing Date

The closing date for receipt of completed Expressions of Interest from applicants wishing to be considered for External Inspector with the Private Security Authority is 5.00 pm on Friday 3rd July, 2015.

Late applications will not be accepted.

Further Information

Should you require any further information regarding External Inspector with the Private Security Authority, please contact:

enforcement@psa.gov.ie



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The Private Security Authority

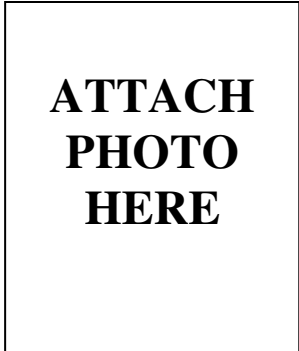
EXPRESSIONS OF INTEREST

EXTERNAL INSPECTOR

APPLICATION FORM

18th June 2015

**APPLICANTS MUST SIGN THIS FORM
 ATTACH A PASSPORT PHOTOGRAPH
CV'S ARE NOT ACCEPTABLE**



PLEASE USE BLOCK CAPITALS

SURNAME:	
FIRST NAME:	
Title:	Mr..... Mrs..... Ms..... Other (Specify).....
ADDRESS (for correspondence):	
Date of Birth	
TELEPHONE No.: MOBILE No.:	
E-MAIL ADDRESS:	
Personal Public Service (PPS) Number	
Are you currently employed or self-employed	Yes..... No (please tick)

CAREER DETAILS

(PLEASE START WITH CURRENT/MOST RECENT)

Dates From - To	Employer's Name and Address	Position Held	Details of Responsibilities

RELEVANT PROFESSIONAL QUALIFICATIONS

Qualification	Awarding Institution	Date Awarded

MEMBERSHIP OF PROFESSIONAL BODIES

Official Name of Body	Grade of Membership	Dates of Membership

PLEASE PROVIDE DETAILS OF ANY RELEVANT EXPERIENCE OF THE PRIVATE SECURITY SECTOR

A large, empty rectangular box with a thin black border, intended for the applicant to provide details of their relevant experience in the private security sector. The box occupies most of the page below the instruction.

PLEASE PROVIDE DETAILS OF YOUR INVESTIGATIVE SKILLS AND RELATED OUTCOMES

PLEASE PROVIDE DETAILS OF YOUR REPORT WRITING AND EVIDENCE GATHERING SKILLS

**PLEASE PROVIDE ANY ADDITIONAL INFORMATION IN SUPPORT OF
YOUR APPLICATION**

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REFEREES

Please provide details of 2 referees to whom you are well known in a professional capacity (if you are in existing employment, one of the referees should be an existing employer).

Name:	Name:
Occupation/Designation:	Occupation/Designation:
Address:	Address:
E-Mail:	E-Mail:
Phone No:	Phone No:

DECLARATION

I hereby confirm that all details provided in this application form and submitted as part of my application to be an External Inspector with the Private Security Authority are correct and accurate.

I further confirm that:

1. I am not currently and have never been the subject of any disciplinary proceedings relating to my professional conduct before any committee, tribunal, court or other similar body, other than proceedings in which the complaint has been found to be unwarranted.

2. If offered a position, I am willing to serve as an Inspector with the Private Security Authority in accordance with the terms and conditions outlined in the information note.

Name: _____

Date: ____/____/____

APPLICANTS MUST SIGN THIS FORM
ATTACH A PASSPORT PHOTOGRAPH TO FRONT OF APPLICATION
CV'S ARE NOT ACCEPTABLE.