Comhairle Chontae Chill Chainnigh
Kilkenny County Council

HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants

Competition Name:	**General Services Supervisor**
Competition ID:	**2026/O/P/O/32**
Competition Type:	**OPEN**
Competition Closing Date:	**Tuesday 8th December 2026 at 4pm.**

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2.0 KILKENNY COUNTY COUNCIL

Kilkenny County Council provides services to a population of over 104,000 citizens in County Kilkenny in areas of housing, roads, transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, arts and water services.

We have over 750 employees and can offer exciting careers across our services in various roles such as engineering, technical, financial, management, administration, library services, fire services and general services. Our headquarters are in Kilkenny City and we have area offices throughout the county.

The Council operates within an annual revenue budget of €129.4 million and a multi-annual six-year capital budget of €1,015 million.

Our Mission

Kilkenny County Council is committed to working with the people of Kilkenny to develop sustainable, connected, economically thriving and proud communities with the consideration of climate change embedded into all of our policies and services.

Our Values

1. **Accountability**
   We are committed to being accountable and responsible for all our decisions, ensuring they are communicated openly and transparently.

2. **Ambition**
   We strive to foster a culture of innovation, creating opportunities for economic development and enhancing the well-being and quality of life for all in Kilkenny City and County.

3. **Collaboration & Engagement**
   We aim to build safe, resilient and inclusive communities and places through regeneration and proactive engagement with stakeholders.

4. **Quality Public Service**
   The Elected Members and Staff commit to delivering the highest standards of public service with integrity and professionalism.

5. **Health & Wellbeing**
   The quality of life and health and wellbeing of the people of Kilkenny are a measure of our success as a public body. We will continue with operational and capital programmes that will positively impact and influence the wellbeing of our citizens.

6. **Public Sector Equality and Human Rights Duty.**
   Kilkenny County Council has conducted an assessment of the Human Rights Duty under the Human Rights and Equality Commission Act 2014, Kilkenny County Council will embed Public Sector Duty values into organisational plans and activities. The public Sector Duty values are to have regard to the need to

eliminate discrimination, promote equality of opportunity and protect human rights.

For further information on Kilkenny County Council see:

Kilkenny County Council Corporate Plan 2024 – 2029

3.0 JOB REQUIREMENTS

3.1 MINIMUM ELIGIBILITY REQUIREMENTS

Minimum Eligibility Requirements are the minimum requirements required for the position and are set out by the Department of Housing, Local Government and Heritage for administrative and technical/engineering grades.

For outdoor grades and some specialised grades, the minimum eligibility requirements are set out by Kilkenny County Council Human Resources Department in consultation with the relevant Line Manager as they are not set centrally by the Department.

Applicants will be required to submit scanned images of documentation to establish the applicant meets the following minimum eligibility criteria:

3.1.1 Character

Each candidate must be of good character.

3.1.2 Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3.1.3 Education, Training, Experience etc.

PLEASE NOTE:

- **FAILURE TO UPLOAD ALL REQUIRED DOCUMENTS I.E. QUALIFICATIONS, I.D. ETC., AT SUBMISSION STAGE WILL AUTOMATICALLY RESULT IN AN INVALID APPLICATION.**
- **APPLICANTS SHOULD SATISFY THEMSELVES THAT THEIR EDUCATIONAL QUALIFICATIONS MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION.**
- **NON-IRISH QUALIFICATIONS MUST BE ACCOMPANIED BY A DETERMINATION FROM QUALITY AND QUALIFICATIONS IRELAND (QQI) TO ESTABLISH THEIR COMPARABILITY AGAINST THE IRISH NATIONAL FRAMEWORK OF QUALIFICATIONS. OVERSEAS QUALIFICATIONS MUST ALSO BE ACCOMPANIED BY A TRANSLATION DOCUMENT. FAILURE TO DO SO WILL DEEM YOUR APPLICATION INADMISSIBLE.**
- **FAILURE TO FULLY COMPLETE EACH QUESTION ON THE APPLICATION FORM MAY DEEM YOUR APPLICATION INVALID (ANSWERS WHICH REDIRECT TO OTHER RESPONSES ARE NOT PERMITTED).**

3.1.4 Qualifications

1. Each candidate must have appropriate multifunctional experience relative to the position and in particular should have experience in a supervisory capacity in dealing with both skilled and unskilled works.

2. Each applicant must hold a current driving licence in category B, free from endorsement and disqualification.

3. Each applicant must hold a current Safe Pass Card.

3.1.5 Education

The candidate should have a standard of education that would enable him/her to efficiently perform their duties and must be capable of making satisfactory reports including (written reports) on matters pertaining to the duties of the post.

3.2 IT IS DESIRABLE THAT EACH CANDIDATE SHALL:

a. Hold a full Irish driving licence for class C vehicles free from endorsements.

b. Possess a three-day lighting and guarding qualification in Traffic management.

c. Excellent I.T. skills (including Microsoft Word, Excel, MS Outlook etc.)

d. Have a basic or advanced Trench Reinstatement Qualification.

3.2.1 Experience

Candidates should be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post. In particular candidates should have satisfactory knowledge and experience of the following matters that show the necessary aptitude to acquire this knowledge within a reasonable period.

(a) Satisfactory knowledge of civil engineering works.

(b) Experience of managing a team of staff including allocation of work, training requirements, time and attendance and performance management.

(c) Be capable of translating into effect civil engineering works from working drawings.

(d) A satisfactory knowledge of Civil Engineering Construction Techniques including Plumbing, Pipelaying, Block laying, Water and Drainage Systems, together with a working knowledge of maintenance and repairs of roads, sewers, open spaces and other services for which the Council has responsibility.

(e) Be capable of writing clear and concise reports, keeping work records and measuring and recording accurately the quantities of work done by those supervised.

(f) Satisfactory knowledge of health and safety legislation that affects a Supervisory position with a working knowledge of the requirements when carrying out works. CSCS Signing, Lighting & Guarding at Roadworks and CSCS Location of Underground Services.

4.0 CITIZENSHIP

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

(a) A citizen of the European Economic Area (EEA). 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 4 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 4 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 4 visa.

5.0 JOB DESCRIPTION

5.1 ROLE

Kilkenny County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies may be filled during the lifetime of the panel.

6.0 JOB DUTIES AND RESPONSIBILITIES

6.1 DUTIES OF THE ROLE SHALL INCLUDE:

The General Services Supervisor shall arrange under the direction of the Area Manager/Area Engineer the efficient execution of all works in his/her area of charge and discharge all other duties related to his/her work including those set out hereunder: The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

6.1.1 To supervise, provide direction to and manage performance of staff in the area and all works in their charge, completing, verifying and signing employees time books at time of inspection and ensuring that work crews have adequate supplies of materials, tools and equipment for the works in hand.

6.1.2 To manage all aspects of Health & Safety relating to the day to day activities through the use of the PROWORKS application including the selection and implementation of Traffic Management Plans.

6.1.3 To supervise the conditions on all works, maintenance, construction, depots, so as to ensure that they are properly and safely operated in accordance with the relevant legislation.

6.1.4 To supervise the performance of all machinery and plant in his/her area and to ensure that all plant is properly and safely operated and gainfully employed.

6.1.5 To supervise and manage the performance of any employees who are under your charge to include craftsmen, drivers or general operatives for the execution of works in his/her area.

6.1.6 To travel as required and inspect public roads in his/her area, and to take all necessary steps for keeping them in good repair at all times, subject to the general direction of the Area Manager/Area Engineer.

6.1.7 To carry out early and late inspections of gangs / crews, in accordance with general direction, and to attend on the roads during the normal working hours of the Council's employees.

6.1.8 To be responsible for the efficiency of road and other works in the area and to carry out all instructions and furnish any reports, diaries, records or other particulars prescribed by the Area Engineer.

6.1.9 To report immediately, the circumstances of any inefficiency or unsatisfactory work or service in his/her charge and to carry out the direction consequent on such reports.

6.1.10 To fill out and ensure time sheets are signed and coded, and to take them to the Area Office for examination at the appropriate time.

6.1.11 To see that all sign posts, warning signs, public lights and litterbins or other notices in his/her area are maintained in a proper condition and to report vandalism of such item.

6.1.12 To keep records of all work done including materials produced, supplied and used, and quantities or work done. To check measurements of loads, etc., so as to verify that they contain the amounts specified. To collate all delivery dockets and forward to the Area Engineering Office. He/she should maintain a personal daily diary, which can be inspected at any time. This diary may be electronic or manual. This diary to include detailed accounts of incidents, which could lead to litigation by other.

6.1.13 To prepare requisitions for articles or materials required for road, or other works in his/her area, and to complete all forms required in connection with supply of such articles or materials.

6.1.14 To be responsible for the custody of all maintenance and construction materials, tools, and equipment in his/her area, and for the keeping of records necessary in relation thereto.

6.1.15 To prepare data necessary to enable the Area Engineer to work out daily or fortnightly costings, or other necessary analysis of expenditure in relation to work done as required.

6.1.16 To complete and furnish all reports & returns in connection with works, accidents and sundry matter, which may be required from time to time.

6.1.17 To report to the Area Engineer on all development work, tree cutting or other activities, which come into the scope of the law relating to Local Authorities.

6.1.18 To issue information to the area office to service notices on landowners in connection with hedge cutting, spillages and cleaning of drains, and other relevant Statutory notices. To give evidence in Court when required in connection with these matters, Public Liability claims or any other matter which are the concern of the County Council.

6.1.19 To see that all public pumps in his/her area are maintained in good working order and condition and to report immediately and pumps requiring attention.

6.1.20 To keep the Area Engineer advised on all matters which may be of importance in the interest of the County Council and to liaise with & assist other sections of the Council on planned works and emergencies.

6.1.21 To liaise with and as may be directed by the Area Engineer supervise work carried out by contractors/sub-contractors engaged by the local authority

6.1.22 To respond to reasonable requests for assistance by other bodies/members of the public and to carry out duties outside normal working hours.

6.1.23 To deal with members of the public in a courteous, prompt and efficient manner and to keep the area engineer/area manager informed of such dealings.

6.1.24 To carry out under the direction of the Area Engineer such Inspections as are required under the Planning Acts, Building Control Acts, Roads Act, Litter and Water Pollution Acts, Housing Acts and other relevant Acts.

6.1.25 To act if directed as an Authorised Officer of the Council under the Litter Pollution, Water Pollution, Waste Management Acts and other relevant Acts.

6.1.26 The holder of the post will be required to avail of modern communication, methods and devices such as mobile phones and tablets, as directed.

6.1.27 To use as directed and upon receipt of appropriate training Information Technology equipment

6.1.28 To participate as required in evaluation of employees and appraisal by area manager/area engineer.

6.1.29 To participate in all training provided by the County Council as directed and to facilitate training of employees.

6.1.30 To actively engage in personal development conversations/preparation of personal development plans with Area Manager and employees as provided for under the Performance Management & Development System. To actively engage in the Team Development Plan process as provided for under the Performance Management & Development System.

6.1.31 To participate fully in any initiatives aimed at increasing customer satisfaction/quality of service to the community.

6.1.32 To supervise and/or liaise with CES schemes operated by the County Council.

6.1.33 To carry out any other instructions which may be given by the Area Engineer or their Assistants from time to time.

6.1.34 To be available for an on-call out of hours services as directed by Kilkenny Co Co

7.0 PARTICULARS OF OFFICE

7.1 TYPE OF POST

To form a panel from which relevant vacancies may be filled during the lifetime of the panel.

7.2 SALARY

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to Kilkenny County Council any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The current salary scale for the position is **€923.97 (minimum of the scale) to €1,088.14 (maximum of the scale)** gross weekly pay.

7.3 SUPERANNUATION CONTRIBUTION

7.3.1 Public Service Pensions (Single Scheme and Other Provisions) Act 2012

New members joining the public sector on or after 1st January 2013 will be required to join the Single Public Service Pension Scheme. It applies to all first-time entrants to the Public Service as well as former public servants returning to the public sector after a break of more than 26 weeks. Your contributions will be made up of 3% of your gross pensionable remuneration and 3.5% of your net pensionable remuneration (your gross pensionable remuneration less twice the value of the Contributory State Pension).

Your normal retirement age under this scheme is the same age at which you can claim the Contributory State Pension. The minimum age for receipt of this pension is Age 66. There is a compulsory retirement age of 70 years.

7.3.2 Persons who commenced in Public Service Employment after 6th April 1995 and prior to 1st January 2013:

Persons who became pensionable employees after 6th April 1995 and prior to 1st of January 2013, without a break in employment, will join the Local Government (Superannuation) (Consolidation) Scheme 1998. Contributions are payable at the rate of 1.5% of your basic salary, 3.5% of basic salary less twice two times the value of the Contributory State Pension and a further 1.5% is payable for spouse and children's contributions (*non-officer grades pay a co-ordinated contribution:
'Non-New Entrants' (those who became pensionable after 6th of April 1995 and prior to 1st April 2004) have a minimum retirement age of 60 and a compulsory retirement age of 70.
'New Entrants' (those who became pensionable after 1st April 2004 and prior to 1st January 2013) have minimum retirement age of 65 with no compulsory retirement age.

7.3.3 Persons who commenced in Public Service Employment before 6th April 1995:

Their minimum retirement age is 60 and they have a compulsory retirement age of 70 as per Department of Housing, Planning and Local Government Circular Letter CL/2/2019. Contributions are 5% of basic salary and 1.5% of basic salary toward Widow's & Orphan's or Spouse & Children's Scheme.

7.4 PENSION ABATEMENT

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 (Section 52) 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 that 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.

Prior to appointment, successful applicants will be obliged to complete a declaration in relation to previous Public Service pensionable employment. Please note: In applying for this position you are acknowledging that you understand the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

7.5 PENSION ACRUAL

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

7.6 PROBATION

The following provisions shall apply:

7.6.1 There shall be a period after such appointments take effect during which such persons shall hold such office on probation;

7.6.2 Such period shall be one year but the Chief Executive may at his/her discretion extend such period;

7.6.3 Such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory;

7.7 PRE-EMPLOYMENT MEDICAL EXAMINATION

For the purposes of satisfying the requirement as to health, it will be necessary for each successful applicant, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by Kilkenny County Council. In the event the applicant does not take up the post following the pre-employment medical, he/she will reimburse Kilkenny County Council the cost of the medical examination, as per a previously signed understanding.

7.8 HOURS OF WORK

The person appointed will be required to work a 39-hour week Monday to Friday. Normal working week will be five days – Monday to Friday, excluding Bank Holidays, with the following normal hours:

Monday to Thursday	8.00 a.m. to 4.30 p.m.
Friday	8.00 a.m. to 3.30 p.m.
Lunch Break: Half-hour daily	(1.00 p.m. – 1.30 p.m.)

Applicants **will** be expected to be available for overtime work when required by the Council. Overtime at the appropriate rates may be paid for any periods worked in excess of the normal working week. Applicants will be required to be available for Kilkenny County Council on call system (rota system- 1 week in every 3 or 4 weeks) within your working area.

7.9 ANNUAL LEAVE

Annual leave entitlement for this position is **25 days** per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

7.10 TRAVEL

When required to do so holders of the office shall hold a full Irish driving licence for class B vehicles free from endorsement and disqualification and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority.

It is Kilkenny County Council policy that all staff using their private cars for work purposes, regardless of the frequency should:

1) Indemnify Kilkenny County Council on their personal insurance policy
2) Note business class on their personal policy

3) It is the obligation of the driver/owner to ensure that the vehicle is fit to be on the public road.

When applicable for specific roles, travelling and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and any other relevant documents.

If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

7.11 LOCATION

The successful candidate may be placed throughout the County Municipal Districts and shall live within the area which s/he is employed or within a reasonable distance thereof, to enable his/her duties to be discharged in a satisfactory manner.

7.12 SAFETY, HEALTH & WELFARE

The holder of the post shall comply with Kilkenny County Council's Safety Management System. He/she shall familiarise him/herself with the Safety statement for his/ her section and all the associated safety & health risk assessments, safe systems of work, and procedures and make proper use of all safety clothing and equipment. Failure to comply with the Safety Statement and its requirements may result in disciplinary action.

7.13 TRAINING

It is a condition of employment that successful applicants will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

7.14 POLICIES & PROCEDURES

The post-holder will be expected to abide and adhere to the policies & procedures applicable to Kilkenny County Council.

8.0 SELECTION PROCESS

The selection process may include:

Stage 1: Submission of completed applications and required supporting documents.
Stage 2: Eligibility & Shortlisting of applicants on the basis of information submitted in the applications and supporting documents.
Stage 3: A competency-based interview which may be conducted face to face or by way of remote interview.
Stage 4: Panel formation.

8.1 STAGE 1 - SUBMISSION OF APPLICATIONS

8.1.1 Applicants should complete the Application Form on line via the advert link or through the www.kilkennycoco.ie link.

8.1.2 Applicants are required to submit their applications electronically, along with the required documentation. Applicants should retain a copy of their Application Form for their own personal reference.

8.1.3 Be advised that once **FULLY COMPLETED** applications supported by the prescribed evidentiary proof of meeting minimum qualifications and eligibility requirements are submitted this information cannot be amended.

8.1.4 When completing the employment history section on the Application Form please ensure all periods of employment and unemployment (if applicable) are recorded and accounted for.

8.1.5 The submission of **Photo Identification is an essential requirement** and can include one of the following forms of ID only: Passport, Drivers Licence, Public Service Card.

8.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS

8.2.1 Kilkenny County Council will conduct a preliminary verification of eligibility of applicants. This will comprise of both the Minimum Requirements as outlined in **Section 3.0** above, as well as the mandatory documentation specified for the competition. Kilkenny County Council reserve the right to recheck eligibility criteria at a later stage. The decision of Kilkenny County Council as to the applicant meeting the eligibility criteria specified is final.

8.2.2 Kilkenny County Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The Shortlisting procedure may be by way of a desktop analysis of the applications and/or a shortlisting interview. The number of persons to be invited, in these circumstances shall be determined by Kilkenny County Council from time to time having regard to the likely number of vacancies to be filled. Shortlisting can be based on the eligibility criteria (qualifications, relevant experience etc.), as well as the detail provided for the listed competencies and other relevant information submitted on the Application Form.

In this instance, an expert Board will examine the application forms against a pre-determined criteria based on the requirements of the position. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding those requirements may result in you not being called forward to the next stage of the selection process.

It is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum eligibility criteria (qualifications and experience) requirements set out for the post.

8.2.3 Kilkenny County Council reserves its right to shortlist applicants in the manner it deems most appropriate.

8.3 STAGE 3 - INTERVIEWS

An independent interview Board will conduct interviews. The interview will be competency based and the Board will comprise of a Chair and one/two other Board members. The interview duration is competition specific and can range from 20 – 45 minutes. The following is an example of the interview format:

Time (minutes)	Member of Board	Interview Component	Note Taker
0	Chair	Commencement of Interview	NA
0 to 5	Chair	Chair Introductions – structure of interview, explain note taking	Board Member 2
5 to 15	Board Member 1	Competencies 1 & 2	Chair
15 to 25	Board Member 2	Competencies 3 & 4	Board member 1
25 to 30	Chair	Conclusion – Concluding Questions, Opportunity for Interviewee to add comment/ask questions	Board Member 2
30	Chair	Ensure interviewee departs virtual or physical interview room	NA
30 to 40	All	Review Interviewee Performance and make preliminary scoring, sanitise interviewee station	NA
30 to 40	All	Prepare for next interview	NA

8.3.1 Competency Framework

Interviews are competency based and competencies are drawn from the Local Government Sector Competency Frameworks.
Applicants called for interview will be required to demonstrate the following competencies:

Competency Headings		Competency Description
1	**Personal Effectiveness & Knowledge**	• Knowledge of Local Government purpose, profile and structure. • Take initiative and be open to taking on new challenges or responsibilities. • Maintain a positive, constructive and enthusiastic attitude to their role. • Ability to work as part of a team & maintain effective working relationships.
2	**Performance Through People**	• Lead, motivate and engage employees to achieve quality results and to deliver operational plans. • Effectively manage performance and conflict. • Develop and maintain positive, productive and beneficial working relationships. • Identifying issues and contributing to solutions.
3	**Communications**	• Have effective verbal and written Communication Skills • Communicates effectively & professionally with range of stakeholders including staff, elected members, businesses & residents. • Ability to give and receive information accurately and clearly, and ability to take instruction. • Demonstrate IT Skills and knowledge of modern digital communications.

4	**Delivering Results**	• Translate the operational or team plan into clear priorities and actions for their area of responsibility. • Ability to plan, organise and schedule work/tasks to ensure they are completed on time and to specification. • Establish high quality service and customer care standards. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.

8.4 STAGE 4 – PANELS

Panels may be formed and will be based on the order of merit resulting from the interviews. Applicants whose names are on a panel and who satisfy Kilkenny County Council that they meet the criteria required for the office and that they are otherwise suitable for appointment, may within the life of the panel concerned, be appointed as vacancies arise. The Panel duration will be 12 months.

Prior to recommending any applicant for appointment to this position Kilkenny County Council will make all such enquiries that are deemed necessary to determine the suitability of that applicant. 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. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, Kilkenny County Council may at its discretion, select and recommend another person for appointment on the results of this selection process.

8.5 NOTIFICATION OF SHORTLISTING/INTERVIEW RESULTS

Shortlisting and Interview results will be issued by Human Resources via the Submit.com portal as soon as possible after the competition administration has been finalised.
You will receive an email advising you when the results are available with details of how to access them. If your results are related to a Shortlisting exercise you will have access to view the shortlisting outcome.

If your results are related to an interview you will have access to view details of each competency score, as well as the Board comments and if successful at interview you will receive details of your Panel placing.

8.6 FEEDBACK

All applicants will be provided with feedback in relation to the selection outcome, appropriate to the stage they progressed to in the competition.

Interview candidates will be provided with feedback in the form of an individual Marking Sheet regardless of placement on the Panel or not.

8.7 APPEALS

Applicants whom are dissatisfied with the manner in which the recruitment process was conducted may appeal in the first instance to the Senior Executive Officer, Human Resources Department within a 5 working day period from the date their results were issued, while clearly outlining their grounds for appeal.

In the interest of clarity Kilkenny County Council will facilitate appeals in respect to the process applied to the recruitment competition. Appeals will not be considered in respect to the decision of the interview Board/shortlisting panel, as their decision is final, save any upheld appeal in relation to due process.

8.8 OFFER LETTERS

Prior to accepting an offer of employment, candidates need to ensure they have a valid work permit for employment in Ireland.

Kilkenny County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month from the date of acceptance of offer. If he/she fails to take up the appointment within such period (or such longer period as Kilkenny County Council in its absolute discretion may determine) Kilkenny County Council shall not appoint him/her.

8.9 REFERENCES / EVIDENCES

Each applicant is required to submit as references the names, addresses and email addresses of two responsible persons to whom he/she is well known but not related and of which at least one must be a previous employer.

Any offer of employment will be subject to both references being of a satisfactory standard. In the event an unsatisfactory reference is received, Kilkenny County Council reserves the right not to proceed with the offer of employment.

8.10 CLEARANCES (GARDA VETTING & PRE-EMPLOYMENT MEDICAL EXAMINATION)

8.10.1 **Garda Vetting:** Applicants may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of Garda Vetting clearance, particularly to determine suitability to work with children/vulnerable adults.

8.10.2 **Pre-Employment Medical Examination:** Applicants will be subject to a pre-employment medical examination as referenced in **Section 7.7** above.

9.0 GENERAL

Kilkenny County Council is an Equal Opportunities Employer.

Kilkenny County Council will not be responsible for any expenses an applicant may incur in attending for interview.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Kilkenny County Council is

satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

9.1 THE IMPORTANCE OF CONFIDENTIALITY

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

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.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

9.2 DEEMING OF CANDIDATURE TO BE WITHDRAWN

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

Applicants are expected to provide all requested documentation to Kilkenny County Council, including all forms issued by the Council for completion, within five days of request. Failure to do so will result in the applicant being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

9.3 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.

On occasion applicants may be requested to part-take in a survey to provide feedback on our services, we would appreciate your co-operation on this matter if requested to do so.

9.4 USE OF RECORDING EQUIPMENT

Kilkenny County Council does not allow the unsanctioned use of any type of recording equipment when conducting business. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any applicant involved in such a breach could be disqualified from the competition

and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of unauthorised use of recording was or is an applicant at a recruitment process, then:

(iii) Where he/she has not been appointed to a post, he/she will be disqualified as an applicant; and

(iv) Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

9.5 APPLICANTS' OBLIGATIONS:

Applicants in the recruitment process must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Interfere with or compromise the process in any way
- Disrespect or ill-treat Kilkenny County Council staff or Board members
- A third party must not personate an applicant at any stage of the process

9.6 CONTRAVENTION CODE OF PRACTICE

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. If a person found guilty of an offence was, or is an applicant at a recruitment process:

(v) They will be disqualified and excluded from the process

(vi) Has been appointed to a post following the recruitment process, they will be removed from that post.

9.7 GENERAL DATA PROTECTION REGULATION (GDPR)

9.7.1 Basis for Processing Your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Kilkenny County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit/visa/or work authorisation.

9.7.2 Sharing of Information

Outside of the relevant recruitment teams, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and/or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

9.7.3 Storage Period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Kilkenny County Council will not be able to progress your application form for the competition.

When your application is received, Kilkenny County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, ***1988 & 2018*** and will be destroyed following the expiry of any panel put in place in respect of this competition.

Kilkenny County Council's General Privacy Statement can be assessed here.

To make a request to access your personal data please submit your request by email to: dataprotection@kilkennycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).