

KILKENNY COUNTY COUNCIL WEXFORD COUNTY COUNCIL



HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants

Competition Name:	Graduate Planner
Competition ID:	2026/T/O/T/19
Competition Type:	OPEN
Competition Closing Date:	Friday 26th June 2026 at 4.00 pm

1.0 TABLE OF CONTENTS

1.0	TABLE OF CONTENTS	2
2.0	INTRODUCTION	4
3.0	JOB REQUIREMENTS	4
3.1	Minimum Eligibility Requirements.....	4
3.2	Desirable Requirements.....	6
4.0	JOB DESCRIPTION	6
4.1	Role	6
5.0	JOB DUTIES AND RESPONSIBILITIES	6
5.1	Duties of the Role shall include:.....	6
6.0	PARTICULARS OF OFFICE.....	7
6.1	Type Of Post.....	7
6.2	Salary	7
6.3	Citizenship	7
6.4	Superannuation contribution	8
6.5	Pension Abatement.....	9
6.6	Pension Accrual.....	9
6.7	Probation	9
6.8	Pre-Employment Medical Examination/Questionnaire.....	9
6.9	Hours Of Work	10
6.10	Annual Leave	10
6.11	Travel.....	10
6.12	Location	10
6.13	Safety, Health & Welfare	10
6.14	Training.....	10
6.15	Policies & procedures	11
7.0	SELECTION PROCESS	11
7.1	Stage 1 - Submission of Applications	11
7.2	Stage 2 - Eligibility & Shortlisting Of Applications	11
7.3	Stage 4 - Interviews	12
7.4	Panels.....	14
7.5	Feedback on shortlisting/interview results	14
7.6	Appeals.....	14
7.7	Offer Letters	15
7.8	References / Evidences	15
7.9	Clearances (Garda Vetting & Pre-Employment Medical Examination/Questionnaire).....	15
8.0	GENERAL.....	15
8.1	The Importance of Confidentiality.....	15
8.2	Deeming of Candidature to be Withdrawn.....	16

8.3	Quality Customer Service.....	16
8.4	Use of Recording Equipment	16
8.5	Applicants' Obligations:.....	16
8.6	Contravention Code of Practice	17
8.7	General Data Protection Regulation (GDPR)	17

2.0 INTRODUCTION

Kilkenny County Council & Wexford County Council are recruiting suitable candidates to become Graduate Planners under the Local Government Graduate Planner Recruitment campaign. The Local Government Ireland Graduate Planner Programme offers graduate planners a rewarding and impactful career in one of 26 of Ireland's city or county councils, you'll be part of a dynamic supportive and forward – thinking team that's dedicated to shaping our towns, cities and rural areas. You'll get the opportunity to work on innovative projects that positively influence the built environment, support local economies, and enhance the quality of life of local communities.

Why Local Government?

As a Graduate Planner in a Local Authority, you have the opportunity to make a lasting impact on the future development of our communities. While furthering your career as a professional planner.

What does a County Council Planning Department do?

Planning departments are responsible for preparing detailed plans for future development to building sustainable communities that act as frameworks to guide development, as well as providing expert planning advice, progressing planning applications, and enforcing regulations to ensure sustainable growth in our cities and towns.

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.

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 QUALIFICATION. OVERSEAS QUALIFICATIONS MUST ALSO BE ACCOMPANIED BY A TRANSLATIONS 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).**

Candidate shall:

- (a) Be a recent graduate with an honour in a level 8 Honours degree or higher in Planning.

Or

- (b) Be due to graduate this year and expect to achieve an honour in a level 8 Honours degree or higher in Planning.

Eligibility qualifications and competence to compete

To be eligible for these vacancies, applicants must be able to show the following.

1. Graduate status

On or before the date on which the Kilkenny or Wexford County Council makes you a formal job offer you must provide formal documentation confirming that you have recently achieved an honour in an honour's degree (Level 8 on the National Framework of Qualifications) in Planning.

2. Undergraduates and postgraduate students

At the time of application, if you are still a final-year undergraduate or postgraduate student in a Planning course, you can still apply and complete all stages of the application and recruitment process. If you are a final year student and yet to be assigned a grade, you will be asked on the application form to detail the award your course of study will lead to and what grade you expect to obtain when you do graduate. However, you must have proof of having achieved the required award level required (i.e.) an honour in a level 8 honours degree or masters. You must show this to the potential employer as part of the normal pre-employment checks process before they can make any job offer to you. If you can't prove at the job offer stage that you have achieved at least an honour in an honour's degree or masters, a job offer will not be made.

Applicants will not receive any job offers if they have been:

- asked to repeat exams or
- asked to resubmit elements of their final year course work so that their final results can be issued by the university or educational institute where they did the course of study or
- Unable to provide evidence of already possessing a valid visa stamp or employment permit for Ireland.

Applicants must ensure that they are in a position to commence employment when required by the employing Council. As part of your employment, you must ensure that you will be able to physically attend the Council offices, on a full-time basis.

Competency

You must also be able to show at interview that you have the competencies for the role of a Graduate Planner. These competencies are defined at paragraph 7.3.1.

3.2 DESIRABLE REQUIREMENTS

Kilkenny and Wexford County Councils can for any position they advertise, include Desirable Requirements. Desirable Requirements are those that would be beneficial to optimising job performance. Desirable Requirements can be used if necessary to reduce numbers called for interview.

It is desirable that each candidate shall possess:

- A passion for shaping communities and tackling town planning challenges and a collaborative mindset
- Strong communication, analytical, and problem-solving skills

Applicants should satisfy themselves they are eligible under the required qualifications. Kilkenny and Wexford County Councils may not be in a position to investigate the eligibility of all candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter, may put themselves to unnecessary expense.

4.0 JOB DESCRIPTION

4.1 ROLE

Kilkenny and Wexford County Councils invite applications from suitably qualified persons, who wish to be considered for inclusion on a panel, from which relevant vacancies for the post of Graduate Planner may be filled.

5.0 JOB DUTIES AND RESPONSIBILITIES

5.1 DUTIES OF THE ROLE SHALL INCLUDE:

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.

- 5.1.1 The Graduate Planner will work under the direction and management of a Senior Planner or other employee designated by the Director of Services as appropriate.
- 5.1.2 To write reports and make recommendations on planner matters as assigned.
- 5.1.3 To complete site inspections as part of his or her case load.
- 5.1.4 Preparing responses to preplanning requests and holding preplanning discussions with prospective applicants.
- 5.1.5 Preparing responses to appeals of Planning Decisions;

- 5.1.6 Preparing recommendations on compliance with Planning Conditions;
- 5.1.7 To answer phone and email queries, dealing with members of the public in a courteous, prompt, and efficient manner;
- 5.1.8 Use of Mapping (GIS) systems.
- 5.1.9 Procurement
- 5.1.10 Inter -agency operations , engagement, and activities.
- 5.1.11 Participate and undertake duties according to Environmental , Health & Safety Management Accredited Systems.
- 5.1.12 Carrying out the delegated health and safety duties and proactively develop a culture of Health & Safety in the workplace;
- 5.1.13 Carrying out any other duties as may be assigned from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, 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. These duties are indicative rather than exhaustive and are carried out under general guidance and direction of a Senior Executive Scientist or other employee designated by the Director of Services as appropriate.

6.0 PARTICULARS OF OFFICE

6.1 TYPE OF POST

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

6.2 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 or Wexford 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.

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

The current salary scale for the position is €40,244 - €50,951.

6.3 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.

6.4 SUPERANNUATION CONTRIBUTION

6.4.1 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.

6.4.2 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.

6.4.3 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.

6.5 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.

6.6 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.

6.7 PROBATION

The following provisions shall apply:

- 6.7.1 There shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- 6.7.2 Such period shall be 6 or 12 months but the Chief Executive may at his/her discretion extend such period;
- 6.7.3 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.

6.8 PRE-EMPLOYMENT MEDICAL EXAMINATION/QUESTIONNAIRE

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/questionnaire by a qualified medical practitioner to be nominated by Kilkenny or Wexford 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/Wexford County Council the cost of the medical examination, as per a previously signed understanding.

6.9 HOURS OF WORK

The person appointed will be required to work a 35-hour week Monday to Friday which equates to a 7-hour day.

6.10 ANNUAL LEAVE

Annual leave entitlement for this position is **24 days** per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

6.11 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 and Wexford County Councils policy that all staff using their private cars for work purposes, regardless of the frequency should:

- 1) Indemnify Kilkenny County Council/Wexford 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.

6.12 LOCATION

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

6.13 SAFETY, HEALTH & WELFARE

The holder of the post shall comply with Kilkenny or Wexford 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.

6.14 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. Participation in the Graduate Planner Development Programme will be a requirement of the post.

6.15 POLICIES & PROCEDURES

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

7.0 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: Job specific Suitability Testing.

Stage 4: A competency-based interview which may be conducted face to face or by way of remote interview

Stage 5: Panel formation.

7.1 STAGE 1 - SUBMISSION OF APPLICATIONS

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

7.1.2 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.

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.

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.

7.1.3 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 or Safe Pass;

7.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS

7.2.1 Kilkenny and Wexford 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 and Wexford County Councils reserve the right to recheck eligibility criteria at a later stage. The decision of Kilkenny or Wexford County Council as to the applicant meeting the eligibility criteria specified is final.

7.2.2 Kilkenny or Wexford 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 and Wexford 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.

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

7.3 STAGE 4 - 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	Member of Board	Interview Component	Note Taker
0-10 mins	Chair	Introduction/Application Form etc.	Board Member No. 3
10-20 mins	Board Member No. 2	Competencies x 2	Chair
20-30 mins	Board Member No. 3	Competencies x 2	Board Member No. 2
30-35 mins	Chair	Close out Interview	Board Member No. 3
35-40 mins	All	Score on Current Interview/Prepare for next interview	n/a

7.3.1 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	Purpose and Change	<ul style="list-style-type: none"> You can demonstrate an understanding of the role played by a local authority on behalf of its citizens and the type of work related to their chosen skills are that local authorities engage in. You can provide an example of how your qualification and experience to date can be applied to the role of a Graduate Planner?
2	Delivering Results	<ul style="list-style-type: none"> You can provide an example if where they had to problem solve and contribute to successful solution of problems encountered. You can provide an example of where they have had to apply their academic qualification to delivering results as part of a team or as an individual. You can provide an example of where they have delivered quality work and/or academic project to prescribed deadlines.
3	Personal Performance	<ul style="list-style-type: none"> You can demonstrate the ability in two-way dialogue with interviewers and communicate effectively. Display an understanding of how your skills and knowledge can contribute positively to the efficient delivery of services to the citizen. You can provide an example if where you have worked effectively with a variety of colleagues in a team.
4	Personal Effectiveness	<ul style="list-style-type: none"> You can provide an example of when you have been given responsibility where others were relying upon them doing what they were asked. You can provide an example of where you have worked to deadlines and demonstrated resilience when setbacks encountered. You can provide an example of when you have had to show high levels of initiative, ownership of an assigned tasks and demonstrated self-motivation and self-sufficiency.

In addition, interviewers will be tasked with exploring you the interviewee’s knowledge and understanding of planning and how planning relates to the functions of a local Council.

Knowledge & Understanding of Skills Area being interviewed for

- Clarify with you the applicant which of your qualifications is most relevant to the skills area they have applied for? Can they explain why they believe it is relevant?
- You can display an understanding of what role the Planning section of a Council plays and what types of services does it provide to the public?
- You can identify what in your opinion is the most important part/aspect of the role of a Council's Planning Officer?
- You can provide an example of when you applied your academic learning or skills in an actual real life/work/academic situation?

7.4 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/Wexford County Council that they meet the criteria required for the office and that they are otherwise suitable for appointment, may within the lifetime of the panel concerned, be appointed as appropriate/relevant vacancies arise. The Panel duration will be 12 months.

Prior to recommending any applicant for appointment to this position Kilkenny County Council/Wexford 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/Wexford County Council may at its discretion, select and recommend another person for appointment on the results of this selection process.

7.5 FEEDBACK ON SHORTLISTING/INTERVIEW RESULTS

Shortlisting and Interview results will be issued by Human Resources as soon as possible after the competition administration has been finalised.

If your results are related to a Shortlisting exercise you will be informed of the shortlisting outcome.

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

7.6 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.

7.7 OFFER LETTERS

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 the Contract of Employment was issued. 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.

7.8 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.

7.9 CLEARANCES (GARDA VETTING & PRE-EMPLOYMENT MEDICAL EXAMINATION/QUESTIONNAIRE)

7.9.1 **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.

7.9.2 **Pre-Employment Medical Examination/Questionnaire:** Applicants will be subject to a pre-employment medical examination as referenced previously above.

8.0 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.

8.1 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.

8.2 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.

8.3 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.

8.4 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:

- Where he/she has not been appointed to a post, he/she will be disqualified as an applicant; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

8.5 APPLICANTS' OBLIGATIONS:

Applicants in the recruitment process must not:

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

8.6 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:

1. They will be disqualified and excluded from the process
2. Has been appointed to a post following the recruitment process, they will be removed from that post.

8.7 GENERAL DATA PROTECTION REGULATION (GDPR)

8.7.1 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.

8.7.2 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.

8.7.3 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).