Comhairle Chontae Chill Chainnigh
Kilkenny County Council

HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants

Competition Name:	**IS Project Leader – Cyber Security**
Competition ID:	**2024/O/P/T/50**
Competition Type:	**Open**
Competition Closing Date:	**Thursday 28th November 2024 at 4.00pm**

1.0 TABLE OF CONTENTS

1.0 TABLE OF CONTENTS 2
2.0 KILKENNY COUNTY COUNCIL 4
3.0 JOB REQUIREMENTS 5
3.1 Minimum Eligibility Requirements 5
3.2 Desirable, Skills, Experience & Knowledge 6
4.0 Citizenship 7
5.0 JOB DESCRIPTION 8
5.1 ROLE 8
6.0 JOB DUTIES AND RESPONSIBILITIES 8
7.0 PARTICULARS OF OFFICE 9
7.1 Type Of Post 9
7.2 Salary 10
7.3 Superannuation contribution 10
7.4 Pension Abatement 11
7.5 Pension Acrual 11
7.6 Probation 11
7.7 Pre-Employment Medical Examination/Questionnaire 11
7.8 Hours Of Work 12
7.9 Annual Leave 12
7.10 Driving Licence 12
7.11 Travel 12
7.12 Mobile Phone 12
7.13 Location 12
7.14 Safety, Health & Welfare 12
7.15 Training 13
7.16 Policies & procedures 13
8.0 SELECTION PROCESS 13
8.1 Stage 1 - Submission of Applications 13
8.2 Stage 2 - Eligibility & Shortlisting Of Applications 13
8.3 Stage 3 - Interviews 14
8.4 Stage 4 – Panels 16
8.5 Notification of shortlisting/interview results 16
8.6 Feedback 17
8.7 Appeals 17
8.8 Offer Letters 17
8.9 References / Evidences 17
8.10 Clearances (Garda Vetting & Pre-Employment Medical Examination/Questionnaire) 17

9.0 GENERAL 18
9.1 The Importance of Confidentiality 18
9.2 Deeming of Candidature to be Withdrawn 18
9.3 Quality Customer Service 18
9.4 Use of Recording Equipment 19
9.5 Applicants' Obligations: 19
9.6 Contravention Code of Practice 19
9.7 General Data Protection Regulation (GDPR) 19

2.0 KILKENNY COUNTY COUNCIL

Kilkenny County Council provides services to a population of over 103,000 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 600 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 €111.1 million and a multi-annual three-year capital budget of €160 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 and Transparency**
   We will communicate openly with people and we will be transparent in all decision-making.

2. **Inclusiveness, Equality and Accessibility.**
   We prioritise social inclusion, equality of access and opportunity, and we will encourage the people, groups and organisations we work with to take a similar approach.

3. **Leadership**
   We are committed to providing democratic and civic leadership in guiding the positive development of the City and County.

4. **Pride**
   We will take pride in our work and in the leadership role of Kilkenny County Council in the economic, social, cultural and environmental development of the City and County.

5. **Quality Service**
   We will provide an accessible, courteous, consistent, impartial and responsive service and we will strive for continuous improvement in our service delivery.

6. **Sustainability**
   We will act in a sustainable way in relation to finance, the environment, our heritage, community affairs and socio-economic issues. We will work in ways that will not constrain the current or future needs of the people and communities of Kilkenny City and County.

7. **Value for Money**
   We will use resources efficiently and continually assess and evaluate our performance

For further information on Kilkenny County Council see:

Kilkenny County Council Corporate Plan 2019 – 2024

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.

Candidates must have on the latest date for receipt of completed applications:

(i)A) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), in a relevant computing discipline ***and*** at least 4 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

(ii)B) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with computing taken in the final year ***and*** at least 5 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

(iii)C) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award (i.e. ordinary degree), in a relevant computing discipline ***and*** at least 5 years directly relevant, recent ICT hands-on experience from your employment to date*

OR
(iv)D) A qualification at Level 6 on the NFQ major award qualification in a relevant computing discipline ***and*** at least 6 years directly relevant, recent ICT hands-on experience from your employment to date*

AND
(v) Have a satisfactory knowledge or public service organisation or the ability to acquire such knowledge

* Relevant ICT hands-on experience should include, but is not limited to: areas such as managing delivery of digital solutions, enterprise architecture, software and applications development projects involving a range of technologies and platforms covering web development, data management, database administration, business analysis/discovery, business intelligence and data analytics, DevOps, enterprise architecture, technical infrastructure service design and delivery, server and client operating systems and architecture stacks, telecommunications and networking infrastructure delivery support, technical support, ICT service management, operations and server support, ICT/ cyber security, mobile device management, virtualisation delivery support, database and application support, cloud computing, etc.

3.2 DESIRABLE, SKILLS, EXPERIENCE & KNOWLEDGE

Kilkenny County Council 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.

THE IDEAL CANDIDATE SHALL:

3.2.1 Have a proven track record in telecommunications, networking and cyber arena.

3.2.2 Have significant experience of several of the following: Firewall Technologies, Anti-Virus Software, Security Standards, Windows Server, Microsoft Azure, Amazon AWS and Cloud Technologies, Microsoft 365, Virtualisation, Active Directory.

3.2.3 Have significant experience in implementing and operating IT Security tools, techniques and procedure including but not limited to Anti-Malware, Vulnerability/Patch Management, SIEM, Mobile Device Management, Multifactor Authentication and Operating system Hardening.

3.2.4 Have project management experience in managing projects with many shareholders and complex interdependencies.

3.2.5 Have an excellent knowledge and understanding of security standards such as Public Sector Cyber Security Baseline Standards, CIS Critical Security Controls, NIST and NIS2.

OTHER DESIRABLE RELEVANT EXPERIENCE:

3.2.6 Have a proven track record in the management of staff and associated third party service providers.

3.2.7 Have excellent planning and organisational skills and the ability to lead and manage diverse project teams.

3.2.8 Have knowledge/awareness of latest developments and trends in IT.

3.2.9 Have a high level of interpersonal, leadership, team-building and motivational skills.

3.2.10 Demonstrate the ability to deliver within budgetary constraints while identifying, developing and implementing indicators of value for money in respect of all IT operations.

3.2.11 Demonstrate the ability to implement plans and projects and to support and maintain the ICT vision across the organisation.

3.2.12 Have a strong record of collaboration, excellent motivational skills and a commitment to meeting deadlines and delivering high quality customer service.

3.2.13 Possess in depth knowledge of a local authority environment, culture and operations and a strong awareness of the strategic direction of local government.

3.2.14 Have proven management skills in an ICT area, keen intelligence, strong detailed analytical ability and sound judgment.

3.2.15 Have a strong focus on quality of customer service.

3.2.16 Be a self-starter, capable of continuous self-learning, new thinking, working to very tight deadlines and committed to achieving high quality results.

3.2.17 Be decisive and innovative.

3.2.18 Have excellent motivational skills and be capable of working equally well as a member of a team and as a leader.

3.2.19 Have a strong commitment to the implementation of strategic change.

3.2.20 Demonstrable experience of managing, motivating and developing staff, including performance management.

3.2.21 Experience managing projects using recognised methodologies: development of business cases, writing of project initiation documents and identifying project risks.

3.2.22 Understanding of IT procurement process within the context of public sector regulations.

Applicants should satisfy themselves they are eligible under the required qualifications. Kilkenny County Council 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 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.

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 permanent, temporary, fixed term, specific purpose and where applicable acting up vacancies for IS Project Leader – Cyber Security may be filled.

Kilkenny County Councils Information Systems Department provides critical ICT support to the operational Directorates of the Council. It assists them in achieving their specific operational targets and corporate objectives as well as providing essential Information Technology infrastructure and support to Kilkenny County Council.

The Information Systems Project Leader will report to the Head of Information Systems and will work closely with all colleagues in the Information Systems department to maintain and improve the Information Security standards and capabilities for the council.

6.0 JOB DUTIES AND RESPONSIBILITIES

Duties for the position shall include but are not limited to:

6.1.1 Day-to-day technical management and support of security within the organisation to ensure our network and data remains safe and secure;

6.1.2 Implement security policies and procedures according to best practice;

6.1.3 Monitor Kilkenny County Council networks for security issues;

6.1.4 Investigate security breaches and other cyber security incidents;

6.1.5 Deploy security measures and operate software to protect systems and information infrastructure;

6.1.6 Document any security breaches;

6.1.7 Assess the impact of any security breaches;

6.1.8 Work with the IT team to perform tests and uncover network vulnerabilities;

6.1.9 Perform regular security audits and assist in implementation of any recommendations arising;

6.1.10 Fix detected vulnerabilities to maintain a high-security standard;

6.1.11 Perform penetration testing;

6.1.12 Monitoring and management of system, application and security event logs on key servers;

6.1.13 Maintain information security records in accordance with defined policies and procedures;

6.1.14 Support the work of the Information Security Governance Committee;

6.1.15 Stay current on IT security trends and news;

6.1.16 Contribute to development of organisation-wide best practices for IT security;

6.1.17 Help colleagues install security software and understand information security management;

6.1.18 Implement elements of the IT Networks work programme;

6.1.19 Investigating and recommending new technologies in relation to security;

6.1.20 Assist the Head of Information Systems and the management team in developing long-term, strategic plans, for the development of ICT capabilities within the Council;

6.1.21 Negotiate between the Information Systems function, other directorates, and external suppliers to resolve technical or contentious issues and conflicts to ensure that projects and services are delivered on time and within budget;

6.1.22 Actively review, monitor and improve ICT security;

6.1.23 Ensure the Council maintains license compliance and makes most cost-effective use of ICT licenses;

6.1.24 Advise on the security and technical specification relating to the development or procurement of new information systems, assisting in the developing of Business Cases if appropriate;

The IS Project Leader – Cyber Security appointed will be under the direction and control of the Head of Information Systems or other officers designated by the Chief Executive. They must undertake such duties as assigned to them by their Supervisor.

7.0 PARTICULARS OF OFFICE

7.1 TYPE OF POST

To form a panel from which Temporary, Permanent, Fixed Term, Specific Purpose and where applicable Acting-Up contract posts, may be filled.

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.

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 **€58,252** min. to **€75,728** max. inclusive of LSI's.

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/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 County Council. In the event the applicant does not take up the post

following the pre-employment medical/questionnaire, he/she will reimburse Kilkenny County Council the cost of the medical examination/questionnaire, as per a previously signed understanding.

7.8 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.

7.9 ANNUAL LEAVE

Annual leave entitlement for this position is **30 days** per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

7.10 DRIVING LICENCE

Holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full Irish driving licence for class B vehicles free from endorsement and disqualification.

7.11 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 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.

7.12 MOBILE PHONE

The holder of the office will be required to carry/ use a County Council mobile phone during working hours and while on call.

7.13 LOCATION

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

7.14 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.

7.15 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.

7.16 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.

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.

8.1.3 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;

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.

8.2.3 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.

8.2.4 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.

8.2.5 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	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

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:

STRATEGIC MANAGEMENT AND CHANGE	• Displays the ability to think and act strategically. • Can translate strategy into operational plans and outputs. • Evaluates capacity and performance against objectives. • Demonstrates innovation and creativity to secure successful strategic outcomes. • Has a clear understanding of the political reality and context of the organisation. • Demonstrates the ability to develop and maintain positive and beneficial relationships with a wide range of stakeholders including colleagues, elected members and service providers. • Builds networks of technical and professional contacts. • Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents. • Demonstrates flexibility and an openness to change. • Develops and initiates change management programmes to meet end objectives. • Influences others and fosters commitment to change.
DELIVERING RESULTS	• Can pinpoint critical information and address issues logically. • Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. • Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. • Delegates, tracks and monitors activity. • Establishes high quality service and customer care standards. • Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. • Promotes the achievement of quality outcomes in delivering services. • Organises the delivery of services to meet or exceed the required standard. • Evaluates the outcomes achieved, identifies learning and implements improvements required.
PERFORMANCE THROUGH PEOPLE	• Motivates others individually and in teams to deliver high quality work and customer focused outcomes. • Demonstrates the ability to build effective teams and motivate and engage staff and stakeholders to achieve quality results. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.

	• Recognises the value of communicating effectively with all employees and actively listens to others. • Has highly effective verbal and written communication skills. • Presents ideas clearly and effectively to individuals and groups, using language appropriate to the audience.
RELEVANT KNOWLEDGE AND EXPERIENCE	• Understands the structures and environment within which the local authority sector operates and the role of an IS Project Leader. • Keeps up to date with current developments, trends and best practice in their area of responsibility. • Demonstrates the required specialist knowledge, experience, understanding and training for the role. • Willing to attaining new competencies to assist in the expansion and continuous improvement of the role.
PERSONAL EFFECTIVENESS	• Demonstrates appropriate and positive self-confidence. • Remains calm under pressure and operates effectively in an environment with significant complexity and pace. • Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. • Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. • Is self-motivated and persistent when faced with difficulties. • Engages in regular critical reflection to identify how own performance can be improved.

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 possess the eligibility criteria declared for the office and that they are otherwise suitable for appointment may within the life of the panel concerned be appointed as appropriate vacancies arise. This may include permanent, fixed term, specific purpose and acting vacancies where applicable. 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. Future vacancies may be filled from the panel formed for this campaign.

All applicants having attend for interview will be provided with feedback regardless of placement on the Panel or not.

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.

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 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 interview candidates will be provided with feedback in the form of an individual Marking Sheet.

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 five working day period from the date their results were issued.

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 requires candidates to respond within 5 working days to any offer of employment made to them or by the date indicated on the offer letter.

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.

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/QUESTIONNAIRE)

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/questionnaire: Applicants will be subject to a pre-employment medical examination/questionnaire as referenced previously.

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:

- 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.

9.5 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

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:

- They will be disqualified and excluded from the process
- 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).