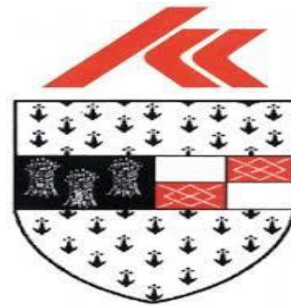


**TIPPERARY COUNTY COUNCIL  
KILKENNY COUNTY COUNCIL**

**Local Authority Waters Programme**



Comhairle Contae Thiobraid Árann  
Tipperary County Council



**HUMAN RESOURCES DEPARTMENT**

**Recruitment Guidance Booklet for Applicants**

**Competition Name: GIS & Data Manager (Grade VII)**

**Competition Ref: RT/679**

**Competition Type: Specified Purpose Contract**

**Closing Date: 4.00 p.m. on Thursday 28<sup>th</sup> September, 2023**

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# KILKENNY COUNTY COUNCIL TIPPERARY COUNTY COUNCIL



## **Information Document for the post of GIS and Data Manager LAWPRO WFD Team and WATER EIP Project (Grade VII analogous)**

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### INTRODUCTION

The EU Water Framework Directive [WFD] 2000 seeks to protect and improve our natural waters, including rivers, lakes, groundwater, coastal water, and transitional waters. The Water Framework Directive objectives are implemented through River Basin Management Plans [RBMPs] and Programmes of Measures [POMs].

In July 2014, the Department of Environment, Community & Local Government issued the European Union [Water Policy] Regulations 2014, which gave effect to a new, three tier, governance framework and placed new obligations on local authorities to co-ordinate the catchment management and public participation elements of the Water Framework Directive.

To enable local authorities to meet their objectives, they have established the Local Authority Waters Programme [LAWPRO] to facilitate a coordinated regional approach through a WFD team. Kilkenny County Council and Tipperary County Council, acting jointly, have been appointed as lead local authorities to act on behalf of all local authorities [shared service] in managing this Programme.

### CONTEXT

LAWPRO is leading a 'new approach' to water management in Ireland that involves coordination and close cooperation between local authorities, WFD implementing bodies and stakeholders for the development and implementation of national River Basin Management Plans. The overall aim of this approach is to protect and restore good water quality in Ireland's rivers, lakes, estuaries, groundwater, and coastal waters through integrated catchment management. Achieving that aim will require active involvement of local authorities and other public bodies, water users and local communities.

Implementation of the River Basin Management Plan is co-ordinated on a regional basis by the five water and environment management committees, comprising representatives of each local authority in the Region and the EPA. This structure drives collaboration and integration, both within local authorities, between local authorities and externally with other public agencies. The shared service's approach to delivery includes all stakeholders through a multi-disciplinary, multi-agency structure.

LAWPRO ensures that the resources are utilised locally to implement the River Basin Management Plan for Ireland 2018 – 2021 and, the proposed 2022-2027 Plan (RBMP).

The strategic role of the Programme is:

- To promote knowledge sharing and coordination in implementing RBMPs and POMs by local authorities, other public authorities, sectoral interests, and community groups.
- To co-ordinate/undertake statutorily required public consultation in the development of RBMPs and POMs and a public awareness campaign in water resources management.
- To deliver on the actions assigned to them in the RBMP.
- To seek consistency of RBMP implementation across agencies through the operation of the Regional Committees.
- To assist the Minister and the EPA and work collaboratively with local authorities in the development of RBMPs and POMs.
- To mobilise and support engagement of voluntary and community groups in protecting our natural waters.
- To foster linkages with industry and agricultural sectors.
- To develop linkages with local sectoral representative organisations, such as Catchment Partnerships, Rural Development Companies, Rivers Trusts, Tidy Towns Groups, business and industry sectors including Chambers of Commerce, county level farming organisations, sports clubs and volunteering sectors, angling and outdoor recreational user groups, etc.

LAWPRO is now seeking to add to its WFD Team with the addition of a GIS and Data Manager.

In addition, in July 2023, LAWPRO and its partners were successful in their bid to deliver a new Water European Innovative Partnership (EIP) Project. The Water EIP is a national pilot specifically focusing on reducing losses of phosphorus, nitrogen, sediment and, where relevant, pesticides to water from agricultural lands by promoting the adoption of innovative best practice in nutrient management, the application of nature-based Natural Water Retention Measures (NWRM) and other suitable measures at the farm level following the principals of Integrated Catchment Management (ICM) and science.

LAWPRO is now building a core project team with specialist skills, including catchment science, farm advisory, financial administration, project management, GIS and ecological expertise.

The recruitment process for the additional staff for the WFD Team, and the Water EIP project team will be managed by Tipperary County Council on behalf of LAWPRO.

## RECRUITMENT DETAILS

As part of the team structure of The Local Authority Waters Programme (LAWPRO), it is intended to immediately recruit two [2] Positions of GIS and Data Manager (**analogous Grade VII**).

Job Title	Grade	Function	Number of Positions	Location
LAWPRO WFD Team GIS and Data Manager	Grade VII	LAWPRO WFD Team	1	Co-located in any one of the LAWPRO Regional Offices
WATER EIP GIS and Data Manager	Grade VII	Water EIP Project	1	Co-located in any one of the LAWPRO Regional Offices

A panel will be formed from which any subsequent GIS and Data Manager (analogous Grade VII) vacancies may be filled, including posts that may arise in **any** of the other current LAWPRO regional locations or additional offices that may be established.

The panel will be used to fill vacancies arising **in both** the LAWPRO WFD Team and the Water EIP Project.

### **Current LAWPRO regional office locations:**

**Border Region:** Donegal Town, Co. Donegal or Carrickmacross, Co. Monaghan

**Midlands and East Region:** Dublin 8 or Tullamore, Co. Offaly

**South-East Region:** Clonmel, Co. Tipperary or Kilkenny, Co. Kilkenny

**South-West Region:** Croom, Co. Limerick or Inniscarra, Co. Cork

**Western Region:** Liosbán Business Park, Galway or Castlebar, Co. Mayo

On completing the application form candidates will be asked to clearly indicate if they are interested in either the LAWPRO WFD Team or WATER EIP positions or both. Candidates will also be asked to select their preferred locations. It should be noted that once the panel is formed, offers will only be made to successful candidates in the locations selected by them. If an area is not selected on the application form, then no offer will be made to the candidate for that location should a vacancy arise.

A specified purpose contract of employment will be issued by the relevant employing Local Authority (Tipperary or Kilkenny County Councils), and it is envisaged that contract will terminate on or before 22nd December 2027. The anticipated completion date of the Water EIP Project is 22nd December 2027.

A review of LAWPRO is currently being undertaken by the County and City Management Association (CCMA) on behalf of the Department of Housing, Local Government and Heritage to inform the appropriate level of resources required to meet current and future Water Framework Directive commitments and objectives.

Should current permanent/full-time Local Authority staff be successful and accept a post in this competition, appropriate secondment arrangements will be put in place.

## THE ROLE AND DUTIES

### **LAWPRO GIS and Data Manager**

The LAWPRO GIS and Data Manager will report to the **Head Office Manager** and the Water EIP GIS and Data Manager will report to the **Water EIP Project Manager**. The GIS and Data Managers will oversee the management of data collection, analysis, visualisation, presentation, storage, and dissemination, in addition to continual development of LAWPRO/Water EIP GIS services in conformance with the contracting Authority's procedures, standards and guidelines.

#### **Tasks associated with this role include:**

- a) Development of a Project Data Management Framework.
- b) Establishing and maintaining all geographical and scientific databases and ensuring compatibility with Ireland and EU catchment management systems and protocols.
- c) Data design and management for GIS mapping, monitoring, and reporting using both internal and external layers.
- d) Development of a GIS solution for field data collection and management of same.
- e) Reporting via dedicated online dynamic databases and support in the preparation and submission of interim and final reports.
- f) Preparing mapping for catchment selection and strategic catchment management plans.
- g) Liaising with the internal IT Lead to collaborate on specific IT projects.
- h) Ensuring that data collection and GIS mapping activities are in accordance relevant standards and guidelines.
- i) Ensuring that data archive lifecycle standards are implemented and followed in accordance with relevant standards and guidelines.
- j) Ensuring that all project data workflows are compliant with the Data Protection Act 2018 and GDPR.
- k) Supporting the project's communications and information dissemination activities and ongoing stakeholder engagement.
- l) Assistance with managing and updating the project website.
- m) Assistance in monitoring of project progress and risk.
- n) Liaise with contractors and external agencies where appropriate.

- o) Capacity to communicate effectively across a wide range of professionals and agencies.
- p) The ability to evaluate information from several sources, make effective decisions and problem solve in a timely manner.
- q) Ability to effectively plan, manage and prioritise effectively and work to agreed timescales.
- r) The ability to use resources effectively, challenging processes to improve efficiencies.
- s) Any other duties relevant to the role which may be identified from time to time.

The **LAWPRO WFD Team** and **Water EIP Project GIS and Data Managers** will be employed by Tipperary County Council/Kilkenny County Council OR appointed by secondment arrangement where appropriate.

## ESSENTIAL REQUIREMENTS

### **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.

### **CHARACTER**

Each candidate must be of good character.

### **HEALTH**

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

## **EDUCATION, 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

- (ii) (b) A Level 7 NFQ major award qualification in a relevant computing discipline and at least 5 years directly relevant ICT hands-on experience from your employment to date\*.

OR

- (iii) (c) A level 6 NFQ major award qualification in a relevant computing discipline and at least 6 years directly relevant ICT hands-on experience from your employment to date\*.

**AND**

- (iv) have a satisfactory knowledge of 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.

## **TRANSPORT & DRIVING LICENCE**

The ideal candidate must have their own transport and a clean full driving licence is essential.



## **DESIRABLE**

Demonstrate ability to work as part of a team and lead a team, if necessary.  
Excellent organisational, time management skills and attention to detail.

### **The ideal candidate shall:**

- The ability to work closely with senior management and their teams to devise, design and implement a Project Data Management Framework as part of LAWPRO's Strategic Plan;
- Have an excellent knowledge and awareness of health & safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace;
- Ability to think strategically and create a positive working relationship with colleagues and external stakeholders; to work in multidisciplinary teams and to network effectively;
- Have strong technical knowledge of Business systems and GIS systems, at enterprise level, and the technologies that support same;
- Have experience in managing third party service provision;
- Have a high level of interpersonal, team-building and motivational skills;
- Have a proven record of willingness to take the initiative and adopt a proactive approach to the introduction of ICT-based solutions;
- Have the ability to keep senior staff and team informed and up to date;
- Have practical experience in systems implementation and change management;
- Have the ability to work under pressure in a complex environment on own initiative, minimum supervision and to tight timelines;
- Have very strong customer service skills, understanding the importance of systems, process and structures in enabling efficient delivery of an effective team;
- Have a positive attitude with self-motivation skills;
- Have an excellent knowledge and awareness of health & safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace; and
- Have the ability to interact with staff at all levels in the organisation.

## SALARY

### Grade VII – Administrative Officer Analogous

€55,022 – €56,368 – €57,941 – €59,517 – €61,095 – €62,503 – €63,947 – €65,344 – €66,738 – €69,127 (1<sup>st</sup> LSI) – €71,529 (2<sup>nd</sup> LSI)

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

Entry point of this scale will be determined in accordance with circulars issued by the by the Department of Housing, Local Government & Heritage. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale for the position at the minimum point (currently €55,022).

Remuneration is paid fortnightly by PayPath directly to the employee's nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are 35 hours per week. All posts will be offered on the basis of the candidate working wholetime.

Flexible working arrangements apply. LAWPRO requires employees to record their hours using the Keilo clocking system.

LAWPRO has adopted a Blended Working Policy that maximises the opportunities for a blended working approach to deliver our work programme.

## PROBATION

Where persons who are not already permanent employees of a Local Authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- (b) such period shall be one year, but the Chief Executive may at his or her discretion extend such period;

(c) such persons shall cease to hold the position at the end of such period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

## SUPERANNUATION

(i) The relevant Superannuation Scheme will apply.

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

**plus**

3.5% of net pensionable remuneration (pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

## RETIREMENT AGE

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

### **INCENTIVISED SCHEME FOR EARLY RETIREMENT (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Therefore, such retirees may not apply for this position.

### **HOURS OF WORK**

The hours of work are 35 hours per week. All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001.

**Flexible working** arrangements apply. LAWPRO requires employees to record their hours using the Keilo clocking system.

LAWPRO has adopted a **Blended Working policy** that maximises the opportunities for a blended working approach to deliver our work programme deliverables.

### **ANNUAL LEAVE**

The annual leave entitlement for the grade is 30 days per annum.

The Chief Executives of Tipperary County Council/Kilkenny County Council retain autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

### **RESIDENCE**

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

### **DRIVING LICENCE**

Kilkenny/Tipperary County Councils' employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driving licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Kilkenny/Tipperary County Councils with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

## CODE OF CONDUCT/ORGANISATIONAL POLICIES

Employees are required to adhere to all current and future Kilkenny/Tipperary County Councils codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to health and safety, communications, data protection, equality, staff mobility, attendance management and use of electronic equipment. A full list of relevant policies is contained on the council intranet.

## TRAINING

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

## LOCATION OF ASSIGNMENT/APPOINTMENT

Kilkenny/Tipperary County Councils reserve the right to assign the successful candidate to any premises in use by the Council within the region of appointment, now or in the future. This will be agreed in advance with the successful candidate.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

## COMMENCEMENT

Kilkenny/Tipperary County Councils shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Kilkenny/Tipperary County Councils shall not appoint them.

## REPORTING ARRANGEMENTS

The **GIS and Data Manager** will report directly to the appropriate supervisor in the Local Authority Waters Programme (LAWPRO) as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

## HEALTH & SAFETY

Kilkenny/Tipperary County Councils as employers are obliged to ensure, in so far as it is reasonably practicable, the safety, health and welfare at work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the safety, health and welfare of its employees.

All employees also have a legal obligation under safety and health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all safety and health rules and regulations and attend all required safety and health training.

Tipperary County Council operates under the ISO 45001:2018 Standard which is an Occupational Health and Safety Management System (OHSMS) designed to promote a healthy working environment by providing a framework for identifying, controlling, and managing occupational health and safety risks and opportunities.

All employees are required to cooperate with the implementation of any and all measures necessary to achieve and maintain this accreditation.

## THE APPLICATION PROCESS

Once fully completed, application forms will be accepted.

Please ensure that:

1. Your application is made on the official application form only – CV's should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
2. You have fully completed all sections of the application form and included all relevant, detailed and accurate information. **Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.**

3. You attach a copy of your educational certificates.
4. You submit your application by email on or before **4.00 p.m. on Thursday 28<sup>th</sup> September, 2023**. Late applications will not be accepted.

Applications submitted after the closing date will not be accepted and any claim in relation to the late receipt of application forms will not be entertained.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Kilkenny/Tipperary County Councils are satisfied that such person fulfills the requirements.

Kilkenny/Tipperary County Councils may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Kilkenny/Tipperary County Councils accept no responsibility for communication not accessed or received by the applicant.

## THE SELECTION PROCESS

Kilkenny/Tipperary County Councils reserve the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

### **Step 1: Initial Screening**

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

### **Step 2: Shortlisting**

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

### **Step 3: Interview**

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Kilkenny/Tipperary County Councils will endeavor to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have

withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Kilkenny or Tipperary County Council to assess the candidates shortlisted for interview.

The interview board will generally comprise a chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place them in order of merit.

Candidates who are successful in the interview will be qualified in order of merit for appointment to the post of **GIS and Data Manager** and placed on a panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

## KEY COMPETENCIES

A new competency model has been developed for the role of GIS and Data Manager (analogous grade VII). Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

At interview, candidates will be assessed under the following competencies using some/all of the indicators listed:

### **Management and Change (100 marks)**

- Displays the ability to think and act strategically.
- Demonstrates innovation and creativity to secure successful strategic outcomes.
- Effectively manage the introduction of change and demonstrate flexibility and openness to change.

### **Delivering Results (100 marks)**

- Develops realistic and challenging plans and policies, together with review processes to ensure that all relevant operations support the organisation's objectives.
- Plan and prioritise work and resources effectively.
- 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.
- Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.



### **Personal Effectiveness, Personal Motivation and Initiative (100 marks)**

- Adopts a positive and constructive approach to work.
- Sets challenging standards and achieves high quality outcomes.
- Responds positively to the challenges of the role.
- Manages own time effectively to achieve objectives.

### **Communicating Effectively (100 marks)**

- Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.
- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Writes fluently, clearly structuring written communications and demonstrates experience of report writing and correspondence in nonroutine work situations.
- Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals/agencies.

### **Relevant Knowledge and Experience (400 marks)**

- Knowledge of the technical aspects required for the position.
- Relevant experience to date.

## **FEEDBACK**

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

## **DEEMING OF CANDIDATURE TO BE WITHDRAWN**

Candidates who do not attend for interview or other test when and where required by the County Council, or who do not, when requested, furnish such evidence as required by the County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

## REFERENCES

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Kilkenny/Tipperary County Councils reserve the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

## VERIFICATION OF EDUCATIONAL QUALIFICATIONS

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council\*, to the Human Resources department in order to verify their qualifications.

*\* 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.*

## PRE-EMPLOYMENT MEDICAL

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre-employment medical.

## GARDA VETTING

Garda vetting may be sought in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

## CANVASSING

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the

County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

## CONFIDENTIALITY

Kilkenny/Tipperary County Councils, in their recruitment and selection procedures, have appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Kilkenny/Tipperary County Councils as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kilkenny/Tipperary County Councils shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

## GENERAL DATA PROTECTION REGULATION

***Kilkenny County Council/Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.***

### **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Kilkenny/Tipperary County Councils under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

## **SHARING OF INFORMATION**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing 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 and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

## **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 (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which 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/Tipperary County Councils will not be able to process your application form for the competition for which you are applying.

## **IMPORANT NOTICE**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates.**