

**TIPPERARY COUNTY COUNCIL  
KILKENNY COUNTY COUNCIL**

**Local Authority Waters Programme**



**HUMAN RESOURCES DEPARTMENT**

**Recruitment Guidance Booklet for Applicants**

**Competition Name: Regional Co-ordinator**

**Competition Ref: RT/684**

**Competition Type: Specified Purpose Contract**

**Closing Date: 5<sup>th</sup> October, 2023**

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# KILKENNY COUNTY COUNCIL TIPPERARY COUNTY COUNCIL



## Information document regarding the post of Regional Co-ordinator with the Local Authority Waters Programme (LAWPRO)

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### INTRODUCTION

The EU Water Framework Directive [WFD] 2000 seeks to protect and improve our natural waters, including rivers, lakes, groundwaters, coastal waters 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. Kilkenny County Council and Tipperary County Council were appointed as lead local authorities to act on behalf of all local authorities in this shared service. They jointly established and administer the Local Authority Waters Programme (LAWPRO).

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. This shared service's approach to delivery includes all stakeholders through a multi-disciplinary, multi-agency structure.

Shared services take account of the need to deliver maximum benefit with limited resource availability. 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 LAWPRO is:

- To promote coordination in implementing the River Basin Management Plan (RBMP) and Programmes of Measures (POMs) by local authorities, other public authorities, sectoral interests and community groups.
- To co-ordinate/undertake statutorily required public consultation in the development of the RBMP and POMs and a public awareness campaign in water resources management.
- To seek RBMP implementation across agencies.
- 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 foster and develop linkages with sectoral representative organisations in industry, agriculture, angling, tourism, community organisations, environment, etc, anyone with an interest or stake in waters.
- 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 recruitment of a Regional Coordinator for the South-West region.

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

There is currently one [1] vacancy **for a Regional Co-ordinator** at Senior Scientist / Senior Engineer / analogous level in the **South-West LAWPRO Region**.

A panel will be formed from which any subsequent LAWPRO Senior Scientist / Senior Engineer / analogous level vacancies may be filled, including posts that may arise in **any** of the 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.

The Regional Co-ordinator will be employed by Kilkenny County Council or Tipperary County Council.

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

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

**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**

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

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

It is likely that parts of the work schedule will be outside normal office hours, so flexibility will be required.

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

Reporting to the Director of Service for LAWPRO, the Regional Co-ordinator will be part of the LAWPRO Senior Management Team and will be responsible for implementing the LAWPRO Strategy and annual work programmes.

The role will include:

- Development and management of LAWPRO staff, including the development of work programmes with required targets and deadlines.
- As part of the LAWPRO senior management team, development, and implementation of the LAWPRO 3<sup>rd</sup> Cycle Programme Strategy.
- Management and preparation of budgets.

- Collaborative work with local authorities to develop and rollout annual implementation plans, climate action plans, biodiversity action plans etc.
- Coordination of Local Authority WFD implementation in conjunction with the CCMA, DHLGH, NCMC, the Water Policy Advisory Committee and other stakeholders.
- Foster and establish linkages with stakeholders.
- Development and management of a public participation programme.
- Work collaboratively with other stakeholders and seek opportunities for joint actions.
- Providing expertise in water resource management for the local authority sector.
- Developing an understanding of water resources management within local authority and public authority senior management.
- Promote integration of water resource management into national, regional, and local plans and programmes.
- Development of training programmes.
- While the Co-ordinator will have primary responsibility for his/her own region he/she will be expected to develop enhanced expertise and lead nationally on specific thematic areas.
- With the evolving strategies and responses to protecting the water environment, to maintain flexibility and adaptability in the delivery of LAWPRO objectives.
- Other duties as may be assigned from time to time.

## 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. Successful candidates will be required to undergo a medical examination carried out by the Council's occupational health doctor prior to appointment.

### **EDUCATION, EXPERIENCE ETC.**

On the latest date for receipt of completed application forms, candidates shall:

- (a) hold a relevant honours degree (Level 8 in the National Framework of Qualifications) and/or masters/post graduate diploma (Level 9) in environmental science, ecology or environmental management or relevant equivalent qualifications  
**and**
- (b) have had at least eight years satisfactory post graduate scientific experience, including a period of not less than six years satisfactory scientific experience relevant to the requirements of this post.  
**and**
- (c) possess a high standard of scientific training and experience and, of administrative experience;  
**and**
- (d) have satisfactory experience at strategic management level;  
**and**
- (e) have satisfactory knowledge of public service organisation.  
**and**
- (f) Have a satisfactory knowledge of public participation and community development structures and strategies.

### **TRANSPORT & DRIVING LICENCE**

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

### **DESIRABLE**

**The ideal candidate shall:**

- Be able to work within and lead, multi-disciplinary teams and have the ability to motivate, empower and encourage personnel under his/her control to achieve maximum performance.
- Have strong leadership, management, interpersonal and communication 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.
- Have a strong understanding of the role and duties of managers in safety and staff resource management in the workplace.
- Have a strong record in developing networks, relationship building and influencing external stakeholders.
- Have good financial management skills.
- Possess good IT skills.

### **SALARY**

The salary scale for the post is:

€84,216, -€86,282 - €88,338 - €90,403 - €92,463 -€94,533 - LSI1 €97,646 - LSI 2 €100,762

## 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

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

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 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 normal working hours are 35 hours week. Flexible working arrangements apply. 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 Executive of Tipperary County Council/Kilkenny County Council retains 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

Tipperary County Council/Kilkenny County Council 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 Tipperary County Council/Kilkenny County Council 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/Kilkenny County Council on an annual basis.

## CODE OF CONDUCT/ORGANISATIONAL POLICIES

Employees are required to adhere to all current and future Tipperary County Council/Kilkenny County Council codes of practice including Code of Conduct for 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

Tipperary County Council/Kilkenny County Council reserves the right to assign the successful candidate to any premises in use by LAWPRO, now or in the future.

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

Tipperary County Council/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 (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, Tipperary County Council/Kilkenny County Council shall not appoint them.

## REPORTING ARRANGEMENTS

The **Regional Co-ordinator** shall report directly to the Director of Services for LAWPRO or other appropriate supervisor that the Director of Services 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 AND 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 **4:00p.m. on Thursday 5<sup>th</sup> October, 2023**. Late applications will not be accepted.

Applications submitted after the closing date and time 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 Tipperary County Council/Kilkenny County Council is satisfied that such person fulfills the requirements.

Tipperary County Council 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.

Tipperary County Council accepts no responsibility for communication not accessed or received by the applicant.

## THE SELECTION PROCESS

Tipperary County Council reserves 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).

Tipperary County Council 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/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 **Regional Co-ordinator** 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

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

### ESSENTIAL SKILLS, COMPETENCIES & EXPERIENCE

Candidates are expected to be able to demonstrate proficiency in the following skills and competencies, based on their experience to date, both in the completed application form and at interview.

#### 1. Strategic Management and Change

- Display significant experience operating at a strategic management level, translating the broader mission and vision into clear specific and achievable objectives.
- Demonstrate experience of implementing agreed strategies to meet objectives and the ability to improve the range, quantity and/or quality of existing services.
- Provide evidence of measuring and evaluating performance against strategic objectives and of using innovation to recommend changes in strategies in light of changing circumstances.
- **Strategic Ability**
  - Display the ability to think and act strategically.
  - Can translate organisational mission and vision into clear specific and achievable objectives.
  - Evaluate capacity and performance against objectives.
  - Demonstrate innovation and creativity to secure successful strategic outcomes.
- **Political Awareness**
  - Have a clear understanding of the political reality and context of the organisation.
- **Networking & Representing**
  - Develop and maintain positive and mutually beneficial relationships with a range of stakeholders. Build networks of technical and professional contacts. Promote and sustain an appropriate, positive, and cohesive image for the organisation.
- **Bringing about Change**
  - Effectively introducing change, fostering a culture of creativity in employees and overcoming resistance to change.
  - Demonstrate flexibility and an openness to change.

## 2. Delivering Results

- Demonstrate strong organisation skills including skills in analysing and reporting on demand/ activity and in scheduling and programming work.
- Demonstrate a high level of attention to detail and accuracy.
- Demonstrate the ability to manage a portfolio of projects, effectively agreeing priorities, planning delivery timeframes and tracking project progress.
- Show strong judgement and capacity to work autonomously.
- Demonstrate the ability to work under pressure in a cross functional environment and to tight timelines.
- Demonstrate experience of managing internal controls to assure process and legal compliance and fraud prevention.
- Show experience of managing finance and budgets and ensuring value for money.
- Demonstrate the capacity to drive productivity through continuous improvement and a focus on ensuring the delivery of the required results.

- **Problem Solving and Decision Making**

Can pinpoint critical information and address issues logically. Understand the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives.

- **Operational Planning**

Can plan projects and determine rationale, objectives, deliverables, resource requirements, timelines, milestones, reporting requirements and evaluation methods. Establishes high quality service and customer care standards.

- **Managing Resources**

Manage the allocation, use and evaluation of resources to ensure they are used efficiently to meet corporate priorities.

Drive and promote reduction in cost and minimisation of waste.

- **Delivering Quality Outcomes**

Promote the achievement of quality outcomes in delivering services. Organise the delivery of services to meet or exceed the required standard. Evaluate the outcomes achieved, identify learning and implement required improvements.

## 3. Performance through People

- Experience in the management and supervision of staff including building effective teams, developing and motivating staff and maintaining sound employee relations.
- Experience of putting in place efficient and effective working structures, performance management arrangements and target-based objectives and performance indicators.
- A demonstrated customer focus and ability to develop and maintain productive relationships with a range of customers and stakeholders.
- Demonstrate strong communication skills, with highly developed influencing and engagement skills including issue/conflict resolution.
- **Leading and Motivating**
  - Motivate others individually and in teams to deliver high quality work and customer focused outcomes. Develop the competence of team members and helps them meet their full potential. Lead by example in terms of commitment, flexibility, and a strong customer service ethos.
- **Managing Performance**

- Effectively manage performance including managing underperformance or conflict. Empower people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.
- **Communicating Effectively**
  - Actively listen to others and shares information with relevant stakeholders.
  - Demonstrate highly effective verbal and written communication skills.
  - Present ideas effectively to individuals and groups.

#### 4. Personal Effectiveness

- **Relevant Knowledge**
  - Keep up to date with current developments, trends and best practice in their area of responsibility. Demonstrate the required specialist knowledge, understanding and training for the role. Have knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.
- **Resilience and Personal Well Being**
  - Demonstrate appropriate and positive self-confidence. Remain calm under pressure and operate effectively in an environment with significant complexity and pace.
- **Integrity**
  - Behave in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.
- **Personal Motivation, Initiative and Achievement**
  - Demonstrate enthusiasm about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.

## 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 at 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 Tipperary County Council, or who do not, when requested, furnish such evidence as required by Tipperary 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, Tipperary County Council reserves 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 will 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 favor, 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

Tipperary County Council, in its recruitment and selection procedures, has 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 Tipperary County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Tipperary County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

## GENERAL DATA PROTECTION REGULATION

***Tipperary County Council/Kilkenny County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, 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 Tipperary County Council 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, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.

**Important 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.**