

KILKENNY COUNTY COUNCIL



HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants

Competition Name:	Senior Executive Officer - Town Regeneration Officer (Fixed Term Role - Three Years)
Competition ID:	2022/A/C/A/30
Competition Type:	Open
Competition Closing Date:	Friday 4th November 2022, at 5pm

1.0 DOCUMENT CONTROL

DATE	COMMENTS/UPDATES	SIGNED OFF/UPDATED BY
March 2021	Version 1	KCCHR Management
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3.0 KILKENNY COUNTY COUNCIL

Kilkenny County Council provides services to a population of over 99,000 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 €94 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](#)

4.0 JOB REQUIREMENTS

4.1 MINIMUM ELIGIBILITY REQUIREMENTS

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

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

4.1.1 Character

Candidates must be of good character.

4.1.2 Health

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

4.1.3 Citizenship

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

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e)** A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4.1.4 Education and Experience

Each candidate must –

- (a)** Be well educated.
- (b)** Have satisfactory experience in any discipline and satisfactory experience in the organisation and control of staff.

Each candidate must have, on the latest date for receipt of completed application forms:

- (a) Significant experience of the following in a multi-sectoral, multi-disciplinary environment: people management, project management, community engagement, public consultation, managing budgets, delivery of programmes, strategic change and management.

The following is desirable but not essential:

- (a) Candidates hold a recognised 3rd level qualification in a related discipline such as engineering, planning or architecture.
- (b) Candidates have 5 years Management experience.

5.0 BACKGROUND AND PURPOSE OF THE ROLE

5.1 TOWN CENTRE FIRST POLICY

The recently published Town Centre First (TCF) policy recognises that Irish towns are facing significant challenges and opportunities that require a coordinated and comprehensive response both at local and national level. The implementation of this policy, the establishment of a National TCF Office, and the deployment of the associated national and local resources will facilitate and support this response by towns of all sizes across the country so that town centres can function as the sustainable and vibrant heart of the communities they serve, in ways that are adaptable and appropriate to 21st Century needs.

The Town Centre First policy reflects the importance of quality public realm, streets, parks, and other amenities in towns which provide space for communities to socialise and recreate. From a broader perspective, towns impact on our quality of life and should be attractive places for people of all ages, abilities, and social background to live. They remain the focus of work and enterprise, with new opportunities now presented by remote working. Towns also service the needs of visitors and tourists, as well as being an important source of community character, identity, and local pride. The Town Centre First policy aims to create town centres that function as viable, vibrant and attractive locations for people to live, work and visit, while also functioning as the service, social, cultural, and recreational hub for the local community.

5.2 NATIONAL TOWN CENTRE FIRST OFFICE

The National Town Centre First Office, which will be located in the LGMA, will be supported by the relevant CCMA committees and themed advisory & technical groups, and sit under a National Oversight and Advisory Group (NOAG). The role of the national office will be to convert direction, policy, and national ambition from the NOAG into a targeted Annual Implementation Plan. It will also act as the conduit between the reporting of progress and challenges of implementation at ground level to the policy making, steering, and funding at national level. The National Town Centre First Office will drive the delivery of the TCF policy nationally and implement the actions assigned to it in the Policy. The Office will co-ordinate the delivery of the Annual Implementation plan by local authorities through the Town Regeneration Officer (TRO) Network which will collaborate

with the key stakeholders within the local authorities, State Agencies and Government funding streams.

The national office will set standards, conduct research, identify best practice and pathways, provide supports and processes to the TRO network, developed through engagement with all stakeholders and interested parties. This approach will provide the Town Teams nationally with all the necessary tools and resources for a consistent, transparent, positive engagement with the policy, leading to the development and implementation of deliverable Town Centre First plans throughout the country.

The national office will be supported by themed advisory & technical groups and by the relevant CCMA Committees. It will also form key alliances with the relevant Government departments, developing meaningful KPI's and ensuring focus for the relevant departments to work with local authorities and the TRO network to ensure a steady pipeline of projects for the consideration of all available funding streams.

5.3 NATIONAL TRO NETWORK

This national network will be a collective of the TROs who will take the lead role in the implementation of the programme at local level. They will manage and lead the local TCF efforts, and collaborate with existing resources and stakeholders to ensure an integrated approach is taken with other related workstreams in the LAs like Housing, Planning, Local Enterprise Offices, etc.

The appointment of TROs and the establishment of the TRO Network with the supporting governance structure will be key when building the foundations for a successful programme. This network will be coordinated by the National Town Centre First Office located within the LGMA.

5.4 PURPOSE OF THE ROLE

The role of the TRO will be to support the establishment and ongoing work of Town Teams, ensuring development and delivery on the Town Centre First Plan alongside local champions. They will be a vital link between the Town Teams, the expertise within the Local Authority and other organisations, and will facilitate the Town Teams in accessing funding, delivering on projects and supporting implementation at a local level. The TRO will be expected to develop a broad, detailed understanding of the varied challenges facing the regeneration of Irish towns and what instruments and supports are available to address those challenges. Ultimately, the TRO will need to ensure that the TCF programme becomes an inclusive participatory process through active participation of the County Council's, local Town Teams, property owners, business community, elected members and government agencies.

The main objectives of the TRO will include delivering the TCF policy on the ground by promoting engagement, ensuring supports are provided to the TCF Champion & Town Teams, that town meetings operate in an orderly and professional manner, that realistic expectations are set, and also provide direction/advice to stakeholders when seeking supports and funding. In this context the role will be multifaceted, concerning itself with outcomes as well as activation.

The TRO role will also include contributing to a national Network of TRO's, which will help ensure consistency of approach, deliver shared learnings, and feed key information

and feedback to the National Town Centre First office, in a manner that will streamline supports and maximise returns on the overall programme.

An annual workplan will be developed and agreed within the local authorities including the identification of the participating towns within each LA. These local authority workplans will be combined to form an annual national TCF workplan coordinated and supported by the National TCF office. The TRO will support each town/village involved to build a local team to identify issues and gaps at local level. The goal would be to create deliverable town visions and action plans in partnership with community members with focus on all of pillars of the TCF programme to ensure a level of national consistency.

6.0 JOB DUTIES AND RESPONSIBILITIES

6.1 KEY DUTIES & RESPONSIBILITIES:

- 6.1.1 Be a strong presence in the participating towns, building trust with all stakeholders.
- 6.1.2 Build relationships both internally and externally to maximise participation and outcomes from the programme.
- 6.1.3 Work closely with the multi-disciplinary technical teams in the relevant local authority, utilising their skills and expertise, and building linkages with the Town team and other stakeholders.
- 6.1.4 Review current status of any developing or established Town Action Plans and support their continued progression, building a long term TCF implementation plan.
- 6.1.5 Provide regular reporting on the development and delivery of Town Centre First plans, as well as the wider delivery of TCF projects and policy goals, in the relevant local authority administrative area to the National Town Centre First Office.
- 6.1.6 Enable the provision of technical, communications, administrative and project management support to participating Town Teams.
- 6.1.7 Build capacity of Town team members by providing access to appropriate training and skills development that will support creating community structures in under-performing locations while also ensuring strong performing locations are enabled to continue to perform.
- 6.1.8 Lead in the preparation of TCF Plans in conjunction with the local Town team and other stakeholders.
- 6.1.9 Ensure TCF plans are deliverable, consistent and complimentary to County development plans and planning guidelines, while also ensuring that potential projects are inputted to statutory development plans.
- 6.1.10 Support discussion with local community groups on topics like theme, heritage, planning context, project approach, future plans, reasons for vacancy, potential solutions, funding etc.

- 6.1.11 Stakeholder engagement - deal with representational issues from local interests, including elected members, businesses, community organisations and other stakeholders as they arise while representing the local Town Teams, at meetings with staff of agencies, Government departments, elected representatives, community/general interest groups, businesses, and residents.
- 6.1.12 Support business and residential property owners by facilitation and mediation of advice workshops as a “one stop shop” for advice around building renovation, protected structures, adaptations for reuse, grant funding, tax incentives etc. – including working with the Local Authority’s Vacant Homes Officer in developing strategies and actions to deliver the re-use of underutilised building stock
- 6.1.13 Support the public consultation process by local Town Teams, through meetings, minutes and presentations as required.
- 6.1.14 Support the development of overall communications plans for all stakeholders.
- 6.1.15 Liaise with the National Town Centre First Office in the delivery of a Town Centre review to baseline all participating towns through surveys and data collection (KPIs) for items including population, property vacancy and dereliction for business and residential, employment, investments, ongoing projects.
- 6.1.16 Identify and prepare funding applications linked to specific projects under the many categories of EU, national, regional, and local grant and funding streams.
- 6.1.17 Support the advancement of town projects through feasibility, detailed design, contract documentation, tender and overall financial management.
- 6.1.18 Support the advancement and management of the delivery of individual projects working with project working groups, as required.
- 6.1.19 Provide project progress and budget management reporting as required to the local Town Team, members of the public, relevant stakeholders, and national and local statutory bodies.
- 6.1.20 Liaise with other local authorities, Government departments and statutory agencies in matters pertaining to the role and project delivery.
- 6.1.21 Participate as part of a national TCF network that will support knowledge development and sharing of best practice at a national level

The Town Regeneration Officer will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of the particular County Council for Town Centre First. The Town Regeneration Officer will have a cross departmental role in providing advice and information on Town Centre First across all functions of the Local Authority.

Reporting

The Town Regeneration Officer will report to an officer of the Local Authority as designated by the Chief Executive.

Additional Information

Candidates must hold a clean, current Class B Driving Licence and will be required to have access to their own car.

7.0 PARTICULARS OF OFFICE

7.1 THE POSITION

The position is for a period of three years.

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.

This post will be on a pay scale analogous to Senior Executive Officer: The current salary scale for the position is **€72,780 minimum to €96,185 maximum**, inclusive of LSI's.

Holders of the post will be paid at the appropriate point on the pay scale in accordance with the relevant Department Circular. New entrants to the Local Authority Sector will be appointed to the minimum of the scale.

7.3 SUPERANNUATION CONTRIBUTION

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. 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 dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. 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 dependant or qualified children).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory

7.4 PROBATION

Where a person is appointed to a City/ County Council the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be 6 months but the Chief Executive may, at his/her discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

7.5 PRE-EMPLOYMENT MEDICAL EXAMINATION

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

7.6 HOURS OF WORK

The standard working week will be 35 hours. The role will involve flexible working hours and may include evening and weekend work.

7.7 ANNUAL LEAVE

30 days per annum.

7.8 TRAVEL

When required to do so holders of the office shall hold a full 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.

7.9 LOCATION/RESIDENCE

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

7.10 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.

7.11 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.

7.12 POLICIES & PROCEDURES

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

7.13 OUTSIDE EMPLOYMENT

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

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 4.0** above, as well as the mandatory documentation specified for the competition. Kilkenny County Council reserve the right to recheck eligibility criteria at a later stage. The decision of Kilkenny County Council as to the applicant meeting the eligibility criteria specified is final.

8.2.2 Kilkenny County Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The Shortlisting procedure may be by way of a desktop analysis of the applications

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

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

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

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

8.3 STAGE 3 - INTERVIEWS

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

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

8.3.1 Competency Framework

Interviews are competency based and competencies are drawn from the Local Government Sector Competency Frameworks.

Applicants called for interview will be required to demonstrate the following competencies:

8.3.2 Requirements and Key Competencies

In the context of the key duties and responsibilities for the post of Town Regeneration Officer listed above, the ideal candidate will demonstrate the following requirements and key competencies.

The ideal candidate will demonstrate:

- a breadth and depth of knowledge of local government issues and is sensitive to wider sectoral and organisational priorities.
- a keen understanding of the Town Centre First Policy and the related challenges facing towns now and into the future.
- an understanding of Capital funding schemes that will apply to the execution and delivery of the TCF programme.
- excellent capability in working with democratic structures and consultative models.
- knowledge and understanding of the Irish planning system and building control codes including awareness of sustainable development principles and environmental and climate action prerequisites.
- excellent data management, collation, and analytical skills.
- ability to deliver results on time, on budget and to the highest standards.
- ability to quickly understand and engage with the technical, contextual, and socio-economic elements of a project.
- ability to effectively engage with and manage diverse stakeholder groups and develop communication strategies and approaches to drive collaboration and project delivery.
- knowledge and expertise in Project Management software and Microsoft Office programs.
- ability to work within and lead multi-disciplinary teams.
- the requisite knowledge and ability and be suitable to discharge the duties of the position.

8.4 KEY COMPETENCIES

The key competencies for the role are outlined below.

Candidates will be expected to demonstrate sufficient evidence, that they possess or have the capacity to acquire the knowledge, skills and qualities as outlined below.

STRATEGIC MANAGEMENT AND CHANGE	
Strategic Management and Change:	<p>Strategic Ability Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear, specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
DELIVERING RESULTS	
Delivering Results:	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</p> <p>Operational Planning Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
PERFORMANCE THROUGH PEOPLE	
Performance Through People:	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos. Effectively manages performance.</p>

	<p>Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Resilience and Personal Well Being</p> <p>Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p> <p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</p> <p>Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</p>
<p>KNOWLEDGE & UNDERSTANDING OF THE ROLE/OF LOCAL GOVERNMENT</p>	
<p>Knowledge & Understanding of the Role/of Local Government:</p>	<p>Knowledge & Understanding of Role</p> <p>Demonstrates understanding of the role of Town Regeneration Officer in the context of wider local authority service delivery</p> <p>Demonstrates knowledge& understanding of the structure and functions of local government</p> <p>Demonstrates knowledge of current local government issues, future trends and strategic direction of local government</p>

8.5 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.

8.6 NOTIFICATION OF SHORTLISTING/INTERVIEW RESULTS

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

You will receive an email advising you when the results are available with details of how to access them. If your results are related to a Shortlisting exercise you will have access to view the shortlisting outcome.

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

8.7 FEEDBACK

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

8.8 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.

8.9 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.

8.10 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.

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

- 8.11.1 **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.
- 8.11.2 **Pre-Employment Medical Examination:** Applicants will be subject to a pre-employment medical examination as referenced in **Section 7.5** above.

9.0 GENERAL

Kilkenny County Council is an Equal Opportunities Employer.

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

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Kilkenny County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

9.1 THE IMPORTANCE OF CONFIDENTIALITY

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

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

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

9.2 DEEMING OF CANDIDATURE TO BE WITHDRAWN

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

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

9.3 QUALITY CUSTOMER SERVICE

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

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

9.4 USE OF RECORDING EQUIPMENT

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

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

Unsanctioned use of recording equipment by any person is a breach of this policy. Any applicant involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

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

- 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).