

KILKENNY COUNTY COUNCIL TIPPERARY COUNTY COUNCIL

The Local Authority Waters Programme



HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants

Competition Name:	Digital & Social Media Officer (Grade V) (Fixed Term Contracts)
Competition ID:	2024/FT/O/T/29
Competition Type:	Open
Competition Closing Date:	Friday 31st May 2024 at 4.00pm

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1.0 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. Kilkenny County Councils and Tipperary County Council, acting jointly, have been appointed as lead local authorities to act on behalf of all local authorities in managing this Programme. The Programme has two main elements: The **Communities Team** and the **Catchment Assessment Team**.

1.1 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.

This shared service arrangement takes account of the need to deliver maximum benefit with limited resource availability. LAWPRO ensures that its 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:

1.1.1 To promote knowledge sharing and coordination in implementing RBMPs and POMs by local authorities, other public authorities, sectoral interests, and community groups.

1.1.2 To co-ordinate/undertake statutorily required public consultation in the development of RBMPs and POMs and a public awareness campaign in water resources management.

1.1.3 To seek consistency of RBMP implementation across agencies.

1.1.4 To assist the Minister and the EPA and work collaboratively with local authorities in the development of RBMPs and POMs.

1.1.5 To mobilise and support engagement of voluntary and community groups in protecting our natural waters.

1.1.6 To foster linkages with industry and agricultural sectors.

1.1.7 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.

1.2 RECRUITMENT DETAILS

As part of the team structure of The Local Authority Waters Programme (LAWPRO), it is intended to immediately recruit one [1] position of **Digital and Social Media Officer (Staff Officer – Grade V)**.

A panel will be formed from which any subsequent LAWPRO Digital and Social Media Officer (**Grade V**) positions for any of the LAWPRO locations across the country may be filled.

Current LAWPRO Regional Office Locations:

- **Head Office:** Ballingarrane, Clonmel Co. Tipperary
- **Border Region:** Donegal Town, Co. Donegal or Carrickmacross, Co. Monaghan
- **Midlands and East Region:** Dublin 8 or Tullamore, Co Offaly
- **South-East Region:** Clonmel or Tipperary town, Co. Tipperary, or Kilkenny, Co. Kilkenny
- **South-West Region:** Croom, Co. Limerick or Inniscarra, Co. Cork
- **Western Region:** Galway (Liosbán Estate) or Castlebar, Co. Mayo

A Fixed Term Contract of Employment will be issued by the relevant lead Local Authority and it is envisaged that contract will terminate on or before the **22nd December 2027**.

A review of LAWPRO is currently being undertaken by the City and County Managers Association (CCMA) on behalf of the Department of Housing,

Local Government and Heritage to inform the appropriate level of resources and involvement to meet Water Framework Directive objectives into the future.

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.

2.0 JOB REQUIREMENTS

2.1 MINIMUM ELIGIBILITY REQUIREMENTS

Minimum Eligibility Requirements are the minimum requirements required for the specialist Digital and Social Media Officer position and are set out by LAWPRO in consultation with Kilkenny/Tipperary County Council Human Resources Departments and the Water Policy Unit of the DHLGH as they are not set centrally by the Department.

PLEASE NOTE FAILURE TO UPLOAD ALL REQUIRED DOCUMENTS I.E. QUALIFICATIONS, I.D. ETC., AT SUBMISSION STAGE WILL AUTOMATICALLY RESULT IN AN INVALID APPLICATION. ALSO, FAILURE TO FULLY COMPLETE EACH QUESTION ON THE APPLICATION FORM MAY DEEM YOUR APPLICATION INVALID (ANSWERS WHICH REDIRECT TO OTHER RESPONSES ARE NOT PERMITTED).

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

2.1.1 Character

Each candidate must be of good character.

2.1.2 Health

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

2.1.3 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.

2.1.4 Education, Experience etc.

Candidate shall:

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

- (i) Hold a third level qualification in Communications, Digital Media or Social Media or similar or a professional qualification in a Digital Media related discipline, and
- (ii) At least 2 years of relevant satisfactory professional experience in communications, digital media or marketing.
and
- (iii) Hold a clean, current Class B Driving Licence and have access to his/her own car.

2.2 DESIRABLE REQUIREMENTS

- Experience in content creation, tracking Digital analytics and graphic design will be required. Experience using Wordpress, Canva and all social media channels required.
- A proven track record in building, managing and nurturing partnerships and relationships across a wide range of key stakeholders through digital media channels to deliver project objectives.
- Excellent facilitation and event management skills.

The ideal candidate shall:

2.2.1 Have an excellent knowledge and understanding of digital analytics, goal setting and reporting.

2.2.2 Proven and demonstrable skills in designing, delivering and publishing digital content.

2.2.3 Excellent knowledge of up-to-date digital best practice and setting strategic goals for digital.

2.2.4 Innovative and creative approach to digital content.

2.2.5 Excellent written and verbal communication skills to communicate effectively a different range of stakeholders

2.2.6 Experience of working effectively as part of a multi-disciplinary team.

2.2.7 Excellent organisational skills.

2.2.8 Ability to input into and feedback on campaign plans and support others with developing strategic digital activities.

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

3.0 JOB DESCRIPTION

3.1 ROLE

Reporting to LAWPRO Communications & Engagement Leads the Digital and Social Media Officer will be responsible for

Tasks associated with this role include:

3.1.1 Assisting the Communications Leads to develop and implement a Digital & Social Media policy and digital communication plans in order to deliver the LAWPRO's strategic objectives.

3.1.2 Create and produce high-quality digital content (e.g. video, graphics, multimedia etc.) for use on social media, campaigns, websites, and other platforms.

3.1.3 Coordinate digital communications projects, liaising with stakeholders to gather requirements and understand needs.

3.1.4 Capturing and creating striking digital content through photography and video.

3.1.5 Manage user-generated content.

3.1.6 Ensuring content adheres to appropriate policy and legal requirements and always including important accessibility guidelines before publishing.

3.1.7 Identify opportunities for social media projects and development of content for same.

3.1.8 Evaluate opportunities to boost content and monitor and report on paid campaigns.

3.1.9 Regular analysis and reporting on digital communications activities and implementing change from the results of analysis.

3.1.10 Be aware and keep up to date with best practice and strategic use of digital communications.

3.1.11 Share knowledge and learnings with the wider communications team and LAWPRO as a whole, through the development of guidance and toolkits.

3.1.12 Supporting the efficient organisation of LAWPRO events, through the incorporation of key communications aspects in the planning and roll-out of such events.

3.1.13 Assisting with public relations, including media queries, monitoring news coverage and maintaining good working relations with the media.

3.1.14 Work with LAWPRO's communications team to collaborate with Department of Housing, Local Government and Heritage and the Heritage Council on annual stakeholder and community engagement initiatives.

3.1.15 Any other duties relevant to the role that may be identified from time to time.

The Digital and Social Media Officer will be employed by either Kilkenny County Council or Tipperary County Council.

4.0 PARTICULARS OF OFFICE

4.1 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/Tipperary County Councils any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

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

The current salary scale for the post is €49,214 minimum to €58,867 inclusive of LSI's.

4.2 SUPERANNUATION CONTRIBUTION

4.2.1 Public Service Pensions (Single Scheme and Other Provisions) Act 2012

New members joining the public sector on or after 1st January 2013 will be required to join the Single Public Service Pension Scheme. It applies to all first-time entrants to the Public Service as well as former public servants returning to the public sector after a break of more than 26 weeks. Your contributions will be made up of 3%

of your gross pensionable remuneration and 3.5% of your net pensionable remuneration (your gross pensionable remuneration less twice the value of the Contributory State Pension).

Your normal retirement age under this scheme is the same age at which you can claim the Contributory State Pension. The minimum age for receipt of this pension is Age 66. There is a compulsory retirement age of 70 years.

4.2.2 Persons who commenced in Public Service Employment after 6th April 1995 and prior to 1st January 2013:

Persons who became pensionable employees after 6th April 1995 and prior to 1st of January 2013, without a break in employment, will join the Local Government (Superannuation) (Consolidation) Scheme 1998. Contributions are payable at the rate of 1.5% of your basic salary, 3.5% of basic salary less twice two times the value of the Contributory State Pension and a further 1.5% is payable for spouse and children's contributions (*non-officer grades pay a co-ordinated contribution:

'Non-New Entrants' (those who became pensionable after 6th of April 1995 and prior to 1st April 2004) have a minimum retirement age of 60 and a compulsory retirement age of 70.

'New Entrants' (those who became pensionable after 1st April 2004 and prior to 1st January 2013) have minimum retirement age of 65 with no compulsory retirement age.

4.2.3 Persons who commenced in Public Service Employment before 6th April 1995:

The minimum retirement age is 60 and they have a compulsory retirement age of 70 as per Department of Housing, Planning and Local Government Circular Letter CL/2/2019. Contributions are 5% of basic salary and 1.5% of basic salary toward Widow's & Orphan's or Spouse & Children's Scheme.

4.3 PENSION ABATEMENT

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 (Section 52) includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service Pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position that is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

Prior to appointment, successful applicants will be obliged to complete a declaration in relation to previous Public Service pensionable employment. Please note: In applying for this position you are acknowledging that you

understand the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

4.4 PENSION ACRUAL

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

4.5 PROBATION

The following provisions shall apply:

4.5.1 There shall be a period after such appointments take effect during which such persons shall hold such office on probation;

4.5.2 Such period shall be one year but the Chief Executive may at his/her discretion extend such period;

4.5.3 Such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

4.6 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/Tipperary County Councils. In the event the applicant does not take up the post following the pre-employment medical, he/she will reimburse Kilkenny/Tipperary County Councils the cost of the medical examination, as per a previously signed understanding.

4.7 HOURS OF WORK

The hours of work are 35 hours per week including **a significant part of the work schedule that is workable outside of normal office hours**. The salary being paid for the post is in respect of all 35 hours worked.

4.8 ANNUAL LEAVE

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

4.9 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/Tipperary County Councils policy that all staff using their private cars for work purposes, regardless of the frequency should:

- 1) Indemnify Kilkenny/Tipperary County Councils 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.

4.10 LOCATION

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

4.11 SAFETY, HEALTH & WELFARE

The holder of the post shall comply with Kilkenny/Tipperary County Councils 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.

4.12 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.

4.13 POLICIES & PROCEDURES

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

5.0 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.

5.1 STAGE 1 - SUBMISSION OF APPLICATIONS

Applicants should complete the Application Form on line via the advert link or through the following websites www.kilkennycoco.ie and www.tipperarycoco.ie.

5.1.1 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.

5.1.2 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;

5.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS

5.2.1 Kilkenny/Tipperary County Councils will conduct a preliminary verification of eligibility of applicants. This will comprise of both the Minimum Requirements as outlined in **Section 3.0** above, as well as the mandatory documentation specified for the competition. Kilkenny/Tipperary County Councils reserve the right to recheck eligibility criteria at a later stage. The decision of Kilkenny/Tipperary County Councils as to the applicant meeting the eligibility criteria specified is final.

5.2.2 Kilkenny/Tipperary County Councils 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/Tipperary County Councils 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.

5.2.3 Kilkenny/Tipperary County Councils reserve the right to shortlist applicants in the manner it deems most appropriate.

5.3 STAGE 3 - INTERVIEWS

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

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

5.3.1 Key Competencies for the post are set out as follows:

Competency Headings		Competency Description
1	Relevant Experience in Communications & Stakeholder Engagement	<ul style="list-style-type: none"> • High level of attention to detail and ability to work to tight deadlines; • Displays ability to think and act strategically to promote and successfully communicate the purpose, mission and vision of the Section;

		<ul style="list-style-type: none"> • Networking and representing – develops and implements communication strategies to successfully engage both internally and externally; • Effectively manages the introduction to change; • Knowledge of LAWPRO; • Effective verbal and written skills; • Experience in Digital Media; Analytics and Visual Graphics and all modes of communication networks; • Has a track record in providing high quality content for websites / social media.
2	Delivering Results:	<ul style="list-style-type: none"> • Contributes to the development of operational plans and leads the development of team plans; • Plans and prioritises work and resources effectively; • Establishes high quality services and customer care standards; • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations; • Capacity to work autonomously; • Promotes the achievement of quality outcomes in delivering services and evaluates the outcomes achieved against operational plans; Make decisions in a timely and well-informed manner.
3	Performance Management:	<ul style="list-style-type: none"> • Have good and effective written and verbal skills. • Ability to engage key stakeholders and to facilitate group discussions, organise focus groups and gather feedback
4	Personal Effectiveness:	<ul style="list-style-type: none"> • Takes initiative and seeks opportunities to exceed goals; • Manages time and workload effectively; • Maintains a positive, constructive and enthusiastic attitude to their role. • Demonstrates a strong commitment to delivering an effective Public Service; • Personal motivation, is enthusiastic about the role and is motivated in the face of difficulties and obstacles.

5.4 STAGE 4 – PANELS

Panels may be formed and will be based on the order of merit resulting from the interviews. Applicants whose names are on a panel and who satisfy Kilkenny/Tipperary County Councils 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/Tipperary County Councils 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/Tipperary County Councils 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.

5.5 NOTIFICATION OF SHORTLISTING/INTERVIEW RESULTS

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

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

If your results are related to an interview you will 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.

5.6 FEEDBACK

All applicants will be provided with feedback in relation to the selection outcome, appropriate to the stage they progressed to in the competition.

Interview candidates will be provided with feedback in the form of an individual Marking Sheet regardless of placement on the Panel or not.

5.7 APPEALS

Applicants whom are dissatisfied with the manner in which the recruitment process was conducted may appeal in the first instance to the Senior Executive Officer, Human Resources Department within a 5 working day

period from the date their results were issued, while clearly outlining their grounds for appeal.

In the interest of clarity Kilkenny/Tipperary County Councils 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.

5.8 OFFER LETTERS

Prior to accepting an offer of employment candidates need to ensure they have a valid work permit for employment in Ireland.

Kilkenny/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 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/Tipperary County Councils in its absolute discretion may determine) Kilkenny/Tipperary County Councils shall not appoint him/her.

5.9 REFERENCES / EVIDENCE

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/Tipperary County Councils reserve the right not to proceed with the offer of employment.

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

5.10.1 Garda Vetting: Applicants may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of Garda Vetting clearance, particularly to determine suitability to work with children/vulnerable adults.

5.10.2 Pre-Employment Medical Examination: Applicants will be subject to a pre-employment medical examination as referenced in **Section 5.6** above.

6.0 GENERAL

Kilkenny/Tipperary County Councils are Equal Opportunities Employers.

Kilkenny/Tipperary County Councils 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/Tipperary County Councils are satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

6.1 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.

6.2 DEEMING OF CANDIDATURE TO BE WITHDRAWN

Applicants who do not attend for interview or other test when and where required by Kilkenny/Tipperary County Councils, or who do not, when requested, furnish such evidence as the Authorities 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/Tipperary County Councils, including all forms issued by the Councils 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.

6.3 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.

6.4 USE OF RECORDING EQUIPMENT

Kilkenny/Tipperary County Councils do 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.

6.5 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/Tipperary County Council staff or Board members
5. A third party must not personate an applicant at any stage of the process

6.6 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.

6.7 GENERAL DATA PROTECTION REGULATION (GDPR)

6.7.1 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/Tipperary County Councils 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.

6.7.2 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.

6.7.3 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/Tipperary County Councils will not be able to progress your application form for the competition.

When your application is received, Kilkenny/Tipperary 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](#).

Tipperary 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).