

# KILKENNY COUNTY COUNCIL



## HUMAN RESOURCES DEPARTMENT

### Recruitment Guidance Booklet - Applicants

**Competition Name:** Executive Architect

**Competition ID:** 2025/O/P/T/12

**Competition Type:** Open

**Competition Closing Date:** Wednesday 7<sup>th</sup> May at 4.00 pm

## 1.0 TABLE OF CONTENTS

1.0	TABLE OF CONTENTS .....	2
2.0	KILKENNY COUNTY COUNCIL .....	4
3.0	JOB REQUIREMENTS .....	4
3.1	Minimum Eligibility Requirements.....	4
3.2	Desirable Requirements.....	5
4.0	SAFEPASS.....	6
5.0	JOB DESCRIPTION .....	6
5.1	Role .....	6
6.0	JOB DUTIES AND RESPONSIBILITIES .....	6
6.1	Duties of the Executive Architect shall include: .....	6
7.0	PARTICULARS OF OFFICE.....	7
7.1	Type Of Post.....	7
7.2	Salary .....	7
7.3	Superannuation contribution .....	8
7.4	Pension Abatement.....	9
7.5	Pension Accrual.....	9
7.6	Probation .....	9
7.7	Pre-Employment Medical Questionnaire/Examination.....	9
7.8	Hours Of Work .....	10
7.9	Annual Leave .....	10
7.10	Travel.....	10
7.11	Location .....	10
7.12	Safety, Health & Welfare.....	10
7.13	Training.....	10
7.14	Policies & procedures .....	10
8.0	SELECTION PROCESS .....	11
8.1	Stage 1 - Submission of Applications .....	11
8.2	Stage 2 - Eligibility & Shortlisting Of Applications .....	11
8.3	Stage 3 - Interviews .....	12
8.4	Stage 4 – Panels.....	14
8.5	Feedback on shortlisting/interview results .....	14
8.6	Appeals.....	14
8.7	Offer Letters.....	14
8.8	References / Evidences .....	15
8.9	Clearances (Garda Vetting & Pre-Employment Medical Questionnaire/Examination).....	15
9.0	GENERAL.....	15
9.1	The Importance of Confidentiality.....	15

9.2	Deeming of Candidature to be Withdrawn.....	16
9.3	Quality Customer Service.....	16
9.4	Use of Recording Equipment .....	16
9.5	Applicants' Obligations: .....	16
9.6	Contravention Code of Practice .....	17
9.7	General Data Protection Regulation (GDPR) .....	17

## **2.0 KILKENNY COUNTY COUNCIL**

Kilkenny County Council provides services to a population of over 103,000 citizens in County Kilkenny in areas of housing, roads, transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, arts and water services.

We have over 750 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 €120.9 million and a multi-annual three-year capital budget of €832 million.

## **3.0 JOB REQUIREMENTS**

### **3.1 MINIMUM ELIGIBILITY REQUIREMENTS**

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

For outdoor grades and some specialised grades, the minimum eligibility requirements are set out by Kilkenny County Council Human Resources Department in consultation with the relevant Line Manager as they are not set centrally by the Department.

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

#### **3.1.1 Character**

Each candidate must be of good character.

#### **3.1.2 Health**

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

#### **3.1.3 Education, Experience etc.**

Candidates shall, at the closing date for receipt of applications:

- (a) hold a professional qualification in Architecture that is prescribed under the Building Control Act 2007, or a qualification in Architecture, that is equivalent to a qualification so prescribed in Section 14 of the Building Control Act 2007

**And**

- (b) be eligible for registration as an Architect under the Building Control Act 2007 without requiring further assessment. Any appointment by the employing local authority will be subject to registration under the Act;

- (c) have a least four years' satisfactory experience of architectural work;
- (d) have experience in the design of buildings, the preparation of sketch plans, working drawings, details and specification;
- (e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

### **3.2 DESIRABLE REQUIREMENTS**

Kilkenny County Council can for any position they advertise, include Desirable Requirements. Desirable Requirements are those that would be beneficial to optimising job performance. Desirable Requirements can be used if necessary to reduce numbers called for interview.

#### **3.2.1 It is desirable that each candidate shall:**

- possess strong professional architectural knowledge and skills;
- have a record of achievement in the design and project management of a variety of construction projects, both small and large scale;
- have a good understanding and appreciation of:
  - the requirements of the planning process;
  - the Building Regulations and the Building Control Act, and their application in the design and construction of buildings;
  - the importance of quality urban design
  - the requirements and challenges of the delivery of social housing
  - Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace, and in the design and delivery of construction projects
  - the importance of a life-cycle approach to construction using renewable and low carbon technologies
  - the use of the Public Works Contracts and national and EU procurement rules in relation to public works
  - the use of Modern Methods of Construction (MMC)
- have a good working knowledge of Universal Design and/or Age Friendly Homes.
- have experience in the design of building and public realm sketch plans, feasibility studies, 3D visualisations, working drawings, details and specifications.
- have Home Performance Index certification or an interest in acquiring same
- is suitably proficient in IT particularly in graphic presentation, AutoCAD and/or REVIT with a strong understanding of BIM (Building Information Modeling) and its implementation.
- is suitably experienced in Project Management and Contract Management
- have the ability to manage financial resources within a budgetary control framework;
- have an ability to work independently and on his/her own initiative;
- have the capacity to establish good working relationships with colleagues in the Council, consultants, contractors, public representatives and other agencies;
- is self-motivated, decisive, has excellent problem-solving skills, good judgement and excellent communication skills. ;
- have a track record in managing change and is flexible to a changing working environment;

- have, on the latest date for receipt of completed application forms for the office hold a current clean driving licence in respect of category B vehicles and access to own car.

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

The onus is on the Applicant to establish eligibility in the Application Form. Also, it is required that the CAO Qualifications Code is included in the Education/Training section. CAO Qualification Codes can be found on <https://www.cao.ie/courses.php>, you can then carry out your search by Institution and Course Title.

## **4.0 SAFEPASS**

Each applicant must hold a current Safepass Card at appointment.

## **5.0 JOB DESCRIPTION**

### **5.1 ROLE**

Kilkenny County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for Executive Architect may be filled.

## **6.0 JOB DUTIES AND RESPONSIBILITIES**

### **6.1 DUTIES OF THE EXECUTIVE ARCHITECT SHALL INCLUDE:**

The successful candidate will be employed within the Housing Section with responsibility for designing and delivering construction projects and other ancillary works required for the successful development of the County in the areas of, but not limited to, Housing delivery, Regeneration Projects, Urban Renewal and Public Realm developments.

#### **Duties include, but are not limited to:**

- Working as part of a team to deliver a programme of new build, refurbishment and regeneration projects and providing architectural services for the on-going development and management of the County Council's housing stock;
- Providing the full range of architectural and project management services from Project Inception to Final Completion on allocated projects [e.g. housing schemes, community facilities and other infrastructural improvements works] in accordance with the requirements of the Public Works Forms of Contracts.
- Performing the duties of Employers Representative and administering Public Works Contracts at tender and construction stage including:
  - on-site inspection/monitoring/instructing/reporting;
  - Assessing and reporting upon contractor suitability.
  - Analysing and reporting upon tenders.
  - Adjudicating on contractual claims.

- Reporting and advising upon final accounts.
- Carry out inspections on existing building and potential development sites lands and preparing feasibility reports and recommendations
- Reviewing progress on an on-going basis and prepare alternative plans when necessary;
- Co-ordinating cost plans / cost estimates.
- Representing the County Council at a variety of meetings;
- Working effectively with the Elected Members and Council staff towards the successful implementation of designated projects;
- Preparing reports for the Council, committees of the Council, Central Government and other stakeholders;
- Fulfilling the duties of Project Supervisor for the design Process (PSDP) in accordance with the Health Safety & Welfare (Construction) Regulations 2006;
- Fulfilling the duties of Design Certifier and or Assigned Certifier as required under the Building Control (amendment) Regulations 2014;
- Managing your work, and the work of those reporting to you, to achieve agreed objectives to a high standard of design and technical quality and professional practice, to agreed timeframes;
- Be proficient in Autocad, have a knowledge of Revit and a commitment to become proficient in Revit; Ensuring that all work is carried out in compliance with all relevant professional practice and industry standards and relevant public and Council policies;
- Input into submissions and reports to the Dept of Housing as may be required
- Negotiations with developers on suitability of dwelling units under Part V, Planning and Development Acts
- Ensuring that all appropriate records are established and maintained consistent with office procedures;
- Attending training and continuing professional development as required and as necessary to maintain registration as an Architect;
- Managing your time appropriately so that the resource applied to projects is efficient and proportionate to the task;
- Assisting with any office management tasks which may be assigned to you;

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

## **7.0 PARTICULARS OF OFFICE**

### **7.1 TYPE OF POST**

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

### **7.2 SALARY**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to Kilkenny County Council any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her

office or in respect of services which he/she is required by or under any enactment to perform.

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

The current salary scale for the position is €59,067 minimum to €82,108 inclusive of LSI's.

### **7.3 SUPERANNUATION CONTRIBUTION**

#### **7.3.1 Public Service Pensions (Single Scheme and Other Provisions) Act 2012**

New members joining the public sector on or after 1st January 2013 will be required to join the Single Public Service Pension Scheme. It applies to all first-time entrants to the Public Service as well as former public servants returning to the public sector after a break of more than 26 weeks. Your contributions will be made up of 3% of your gross pensionable remuneration and 3.5% of your net pensionable remuneration (your gross pensionable remuneration less twice the value of the Contributory State Pension).

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

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

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

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

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

#### **7.3.3 Persons who commenced in Public Service Employment before 6th April 1995:**

Their minimum retirement age is 60 and they have a compulsory retirement age of 70 as per Department of Housing, Planning and Local Government



Circular Letter CL/2/2019. Contributions are 5% of basic salary and 1.5% of basic salary toward Widow's & Orphan's or Spouse & Children's Scheme.

#### **7.4 PENSION ABATEMENT**

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

Prior to appointment, successful applicants will be obliged to complete a declaration in relation to previous Public Service pensionable employment. Please note: In applying for this position you are acknowledging that you understand the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

#### **7.5 PENSION ACRUAL**

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

#### **7.6 PROBATION**

**The following provisions shall apply:**

- 7.6.1 There shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- 7.6.2 Such period shall be one year but the Chief Executive may at his/her discretion extend such period;
- 7.6.3 Such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

#### **7.7 PRE-EMPLOYMENT MEDICAL QUESTIONNAIRE/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 Questionnaire/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 questionnaire/medical, he/she will reimburse Kilkenny County Council the cost of the medical examination, as per a previously signed understanding.

## **7.8 HOURS OF WORK**

The person appointed will be required to work a 35-hour week Monday to Friday which equates to a 7-hour.

## **7.9 ANNUAL LEAVE**

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

## **7.10 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.

Travelling expenses 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.

## **7.11 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.

## **7.12 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.

## **7.13 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.

## **7.14 POLICIES & PROCEDURES**

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

## 8.0 SELECTION PROCESS

The selection process may include:

**Stage 1:** Submission of completed applications and required supporting documents.

**Stage 2:** Eligibility & Shortlisting of applicants on the basis of information submitted in the applications and supporting documents.

**Stage 3:** A competency-based interview which may be conducted face to face or by way of remote interview.

**Stage 4:** Panel formation.

### 8.1 STAGE 1 - SUBMISSION OF APPLICATIONS

8.1.1 Applicants should complete the Application Form on line via the advert link or through the [www.kilkennycoco.ie](http://www.kilkennycoco.ie) link.

8.1.2 Applicants are required to submit their applications electronically, along with the required documentation. Applicants should retain a copy of their Application Form for their own personal reference.

Be advised that once **FULLY COMPLETED** applications supported by the prescribed evidentiary proof of meeting minimum qualifications and eligibility requirements are submitted this information cannot be amended.

When completing the employment history section on the Application Form please ensure all periods of employment and unemployment (if applicable) are recorded and accounted for.

8.1.3 The submission of **Photo Identification is an essential requirement** and can include one of the following forms of ID only: Passport, Drivers Licence, Public Service Card or Safe Pass;

### 8.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS

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

8.2.2 Kilkenny County Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The Shortlisting procedure may be by way of a desktop analysis of the applications and/or a shortlisting interview. The number of persons to be invited, in these circumstances shall be determined by Kilkenny County Council from time to time having regard to the likely number of vacancies to be filled. Shortlisting can be based on the eligibility criteria (qualifications,

relevant experience etc.), as well as the detail provided for the **listed competencies** and other relevant information submitted on the Application Form.

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:

Competency Headings		Competency Description
1	<b>Managing Performance &amp; Team Leadership</b>	<ul style="list-style-type: none"> <li>Leads the team by example, coaching and supporting individuals as required. Provides clear information and advice as to what is required of the team.</li> <li>Strives to develop and implement new ways of working effectively to meet objectives.</li> <li>Places high importance on staff development, training and maximising skills &amp; capacity of team.</li> <li>Is flexible and willing to adapt positively to change.</li> </ul>
2	<b>Management &amp; Delivery of Results</b>	<ul style="list-style-type: none"> <li>Successfully manages a range of projects and work activities at the same time.</li> <li>Structures and organises their own work and others work effectively.</li> <li>Delegates work effectively, providing clear information and evidence as to what is required.</li> <li>Identifies areas for improvement and develops practical suggestions for their implementation.</li> <li>Demonstrates enthusiasm for new developments/changing work practices and implementing effective change.</li> <li>Applies appropriate systems/processes to enable quality checking of all activities.</li> </ul>
3	<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>Builds and maintains contact with colleagues and other stakeholders to assist in performing role.</li> <li>Acts as an effective link between staff and senior management.</li> <li>Encourages open and constructive discussions around work issues.</li> <li>Presents information clearly, concisely and confidently when speaking, graphically and in writing.</li> </ul>
4	<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>Take initiative and be open to taking on new challenges and responsibilities &amp; ability to remain up-to-date with technological advances.</li> <li>Knowledge and understanding of the role and understand the structures and environment within which the local authority sector operates.</li> <li>Manage time and workload effectively.</li> </ul>

## **8.4 STAGE 4 – PANELS**

Panels may be formed and will be based on the order of merit resulting from the interviews. Applicants whose names are on a panel and who satisfy Kilkenny County Council that they possess the eligibility criteria declared for the office and that they are otherwise suitable for appointment may within the life of the panel concerned be appointed as appropriate vacancies arise. This may include permanent, fixed term, specific purpose and acting vacancies where applicable. The Panel duration will be 12 months.

Prior to recommending any applicant for appointment to this position Kilkenny County Council will make all such enquiries that are deemed necessary to determine the suitability of that applicant. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, Kilkenny County Council may at its discretion, select and recommend another person for appointment on the results of this selection process. Future vacancies may be filled from the panel formed for this campaign.

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

## **8.5 FEEDBACK ON SHORTLISTING/INTERVIEW RESULTS**

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

If your results are related to a Shortlisting exercise you will 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.  
Sheet.

## **8.6 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.

## **8.7 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 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.

## **8.8 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.

## **8.9 CLEARANCES (GARDA VETTING & PRE-EMPLOYMENT MEDICAL QUESTIONNAIRE/EXAMINATION)**

8.9.1 **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.

8.9.2 **Pre-Employment Medical Questionnaire/Examination:** Applicants will be subject to a pre-employment medical examination as referenced 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.

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](mailto: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).**