

# **KILKENNY COUNTY COUNCIL**

## **On behalf of the South-East MEM Region**



## **HUMAN RESOURCES DEPARTMENT**

### **Recruitment Guidance Booklet - Applicants**

**Competition Name: INTER-AGENCY EMERGENCY MANAGEMENT  
COORDINATOR (IAEMC) (GRADE VII)  
2 YEAR TEMPORARY CONTRACT (SECONDMENT)**

**Competition ID: 2025/O/P/T/01**

**Competition Type: Confined to Local Authority, An  
Garda Síochana and HSE Staff**

(Confined to Garda Síochana Divisions of Carlow/Kilkenny, Wexford and Waterford, serving staff of the Health Service Executive (South) and serving staff of Carlow County Council, Kilkenny County Council, Waterford City and County Council, Wexford County Council, are eligible to apply:)

**Competition Closing Date: Friday 21st February 2025 at 4.00 PM**

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## **2.0 MAJOR EMERGENCY MANAGEMENT**

A major emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, co-ordinated response.

The Framework for Major Emergency Management (MEM) (2006) was devised to enable the Principal Response Agencies (PRAs) - they are An Garda Síochána, the Health Service Executive (HSE) and Local Authorities - to prepare for and make a co-ordinated response to major emergencies, resulting from local and regional events such as fires, transport accidents, hazardous substances incidents and severe weather. The Framework puts in place arrangements that facilitate/enable the three Principal Response Agencies to coordinate their efforts whenever a major emergency occurs.

The Inter Agency Emergency Management Office is based upon the structures laid down in the Framework for Major Emergency Management for Ireland, which was launched in 2006. There is a high-level Regional Steering Group and a Regional Working Group, with Sub-Groups set up to work on specific tasks and aspects of emergency management. The Groups are multi-disciplinary in membership and further specific expertise is activated as and when required.

The key areas of PRA (An Garda Síochána, the Health Service Executive South East and the Local Authorities of Carlow, Kilkenny, Waterford and Wexford) interagency emergency management work are summarised as follows:

1. Support the PRAs (and managers) in planning for, and response to (major) emergencies.
2. Support the PRA's in development and delivery of Inter-Agency training and education programmes.
3. Draft, complete and present Inter-Agency exercise reports, for and on behalf of the PRAs.
4. Develop, review and update 'External Emergency Plans' (EEPs) for upper tier Seveso sites within the South East Region.
5. Undertake Seveso EEP tests as per EU legislation and Irish statute.
6. Support the Local Competent Authorities (LCA'S) in preparing and producing Seveso EEP exercise reports.

The Inter Agency Emergency Management Coordinator is responsible for supporting the Local Competent Authorities in fulfilling all of the LCA's (within the South East Region) legislative responsibilities pertaining to the EU Seveso Directives, within the time limits set out in current legislation.

## **3.0 JOB REQUIREMENTS**

### **3.1 ESSENTIAL REQUIREMENTS**

#### **3.1.1 Character**

Each candidate shall be of good character.

### 3.1.2 **Health**

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

### 3.1.3 **Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of month in which the latest date for receiving completed application forms for the office occurs.

### 3.1.4 **Education, Training, Experience etc.**

Candidates must at the latest date of application

- (a) Be a serving staff member of An Garda Síochána Divisions of Carlow/Kilkenny, Wexford and Waterford, or a serving staff member of the Health Service Executive (South) or a serving staff member of Carlow County Council, Kilkenny County Council, Waterford City and County Council, Wexford County Council.
- (b) Have experience of working in a role that involved emergency management
- (c) Significant experience of managing projects, including the preparation of timely professional and accurate reports
- (d) Experience of designing and delivering training and education programmes
- (e) Experience of managing and working collaboratively with multiple internal and external stakeholders
- (f) Must possess sufficient administrative capability to discharge the functions of the post

## 4.0 **JOB DUTIES AND RESPONSIBILITIES**

**Principle duties and responsibilities of the role include:**

- 4.1.1 Work as a member of the Regional Working Group (RWG) to advance interagency emergency management, coordination, preparedness and response.
- 4.1.2 Provide administrative support to the Regional Working Group (RWG) for all emergency management activities including claiming funds from the National Steering Group via the National Directorate for Fire and Emergency Management.
- 4.1.3 He/She will act as a single point of contact with respect to Emergency Management for the Region
- 4.1.4 Support PRA managers at all levels in planning for and response to, emergencies across all divisions and services within the PRAs.
- 4.1.5 Develop, review, update and disseminate External Emergency Plans (EEPs) for upper tier Seveso sites in the South East Region.
- 4.1.6 Promote and implement the recommendations of the South East MEM Region “Feasibility study into the development of resilience desks within the South East to support an integrated interagency approach to the management of Emergencies” review.

- 4.1.7 Co-ordination and communication between the PRAs and The Defence Forces, Voluntary Emergency Services (VES) and other agencies
- 4.1.8 Management and emergency services of seaports, airports, road, rial and critical infrastructure.
- 4.1.9 Develop and deliver inter agency training and education programmes regarding MEM across all PRA services and functions involved in emergency response.

The above job description 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 whilst seconded to the post.

## **5.0 PARTICULARS OF OFFICE**

### **5.1 TYPE OF POST**

This is a 2-year temporary contract. The Inter Agency Emergency Management Coordinator will report to the Chief Fire Officer relating to all general employment issues, i.e. verification of hours worked for pay purposes, verification and management of leave/working hours etc. The successful candidate will be accountable to the Chairperson of the Regional Steering Group with regard to all work plan matters under the scope of responsibility of this group.

### **5.2 Purpose of the Post :**

The Inter Agency Emergency Management Coordinator will work on an inter-agency and Inter departmental basis to develop, maintain and improve the capacity/capability of the Principal Response Agencies (PRAs) of An Garda Sfochana, the Health Service Executive South East and the relevant Local Authorities of Carlow County Council, Kilkenny County Council, Waterford City and County Council and Wexford County Council, to mitigate against, prepare for, respond to and recover from (major) emergencies.

### **5.2 SALARY**

The salary shall be fully inclusive and shall be as determined from time to time.

The current salary scale for the position is **€58,252 minimum to €75,728** inclusive of LSI.

### **5.3 SUPERANNUATION CONTRIBUTION**

#### **5.3.1 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). As of 25th March 2019, the weekly CSP rate is €248.30.

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.

**5.3.2 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.

**5.3.3 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 towards Widow's & Orphan's or Spouse & Children's Scheme.

**5.4 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.

## **5.5 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.

## **5.6 PROBATION**

The following provisions shall apply:

- 5.6.1 There shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- 5.6.2 Such period shall be six months but the Chief Executive may at his/her discretion extend such period;
- 5.6.3 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.

## **5.7 PRE-EMPLOYMENT MEDICAL EXAMINATION/QUESTIONNAIRE**

For the purposes of satisfying the requirement as to health, it will be necessary for each successful applicant, before he/she is appointed, to respond to a medical questionnaire which is submitted to a qualified medical practitioner to be nominated by Kilkenny County Council. If necessary, an in-person appointment will be made with our medical practitioner. 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.

## **5.8 HOURS OF WORK**

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

## **5.9 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.

## **5.10 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.

### **5.11 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.

### **5.12 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.

### **5.13 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.

### **5.14 POLICIES & PROCEDURES**

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

## **6.0 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.

**Stage 5:** Job specific suitability testing.

## 6.1 STAGE 1 - SUBMISSION OF APPLICATIONS

- 6.1.1 Applicants should complete the Application Form on line via the advert link or through the [www.kilkennycoco.ie](http://www.kilkennycoco.ie) link.
- 6.1.2 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.

- 6.1.3 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;

## 6.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS

- 6.2.1 Kilkenny County Council will run this campaign on behalf of the Regional Steering Group and 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 on behalf of the Regional Steering Group reserve the right to recheck eligibility criteria at a later stage. The decision of Kilkenny County Council on behalf of the Regional Steering Group as to the applicant meeting the eligibility criteria specified is final.
- 6.2.2 Kilkenny County Council, on behalf of the Regional Steering Group, 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 on behalf of the Regional Steering Group 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.

6.2.3 Kilkenny County Council, on behalf of the Regional Steering Group, reserves its right to shortlist applicants in the manner it deems most appropriate.

### 6.3 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

#### 6.3.1 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>Management &amp; Change</b>	<ul style="list-style-type: none"> <li>The ability to analyse and interpret information and make decisions quickly and accurately, as appropriate</li> <li>The ability to effectively appreciate and understand complex issues and the impact upon service delivery</li> <li>The ability to confidently explain the rationale behind decisions when faced with opposition</li> <li>The ability to recognise when it is appropriate to refer decisions to a higher level of management</li> </ul>

		<ul style="list-style-type: none"> <li>• The ability to use initiative and problem solving as appropriate</li> <li>•</li> </ul>
<b>2</b>	<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• The ability to successfully manage a range of different projects and work activities concurrently by utilising information, communication and information technology effectively</li> <li>• The ability to use resources effectively, challenging processes to improve efficiencies where appropriate</li> <li>• The ability to manage own time efficiently to ensure delivery of results.</li> <li>• The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes</li> </ul>
<b>3</b>	<b>Leading, Motivating &amp; Managing Performance</b>	<ul style="list-style-type: none"> <li>• The ability to build and maintain relationships with colleagues and other stakeholders, and to achieve results through collaborative working</li> <li>• The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment</li> <li>• The ability to lead the team by example, coaching and supporting individuals as required</li> <li>• Flexibility, adaptability and openness to working effectively in a changing environment</li> <li>• Demonstrate diplomacy, discretion and an ability to negotiate</li> <li>• Capacity to lead the implementation of local/regional policies and programmes</li> <li>• Ability to contribute to the development of an effective team</li> </ul>
<b>4</b>	<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Effective verbal communication skills, delivering complex information clearly, concisely and confidently</li> <li>• Excellent interpersonal skills, including the ability to build and maintain relationships and deal effectively with a range of stakeholders</li> <li>• Excellent report writing and presentation skills</li> <li>• A working knowledge of key policies and strategies relating to inter agency emergency management</li> <li>• A working knowledge of key policies and strategies relating to each of the PRA's</li> <li>• An understanding of the role and responsibilities of Inter-Agency Emergency Management Officer in support of planning for, and response to (major) emergencies across the Principal Response Agencies (PRAs)</li> <li>• Knowledge of the inter-agency emergency management function</li> <li>• Proficiency in Microsoft Office Word, Excel, PowerPoint and e-mail systems</li> </ul>

**6.4 STAGE 4 – PANEL**

A Panel 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 on behalf of the Regional Steering Group 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 on behalf of the Regional Steering Group 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 attended for interview will be provided with feedback regardless of placement on the Panel or not.

## **6.5 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.

## **6.6 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.

## **6.7 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 five working day period from the date their results were issued.

In the interest of clarity Kilkenny County Council on behalf of the Regional Steering Group 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.

## **6.8 OFFER LETTERS**

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

Kilkenny County Council on behalf of the Regional Steering Group 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.

## **6.9 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.

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

6.10.1 **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.

6.10.2 **Pre-Employment Medical Examination/Questionnaire:** Applicants will be subject to a pre-employment medical examination/questionnaire as referenced in **Section 6.8** above.

## **7.0 GENERAL**

Kilkenny County Council is an Equal Opportunities Employer.

Kilkenny County Council on behalf of the Regional Steering Group 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 on behalf of the Regional Steering Group is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

## **7.1 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.

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

Applicants who do not attend for interview or other test when and where required by Kilkenny County Council on behalf of the Regional Steering Group, 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 on behalf of the Regional Steering Group, 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.

## **7.3 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.

## **7.4 USE OF RECORDING EQUIPMENT**

Kilkenny County Council, on behalf of the Regional Steering Group, 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.

## **7.5 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

## **7.6 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.

## **7.7 GENERAL DATA PROTECTION REGULATION (GDPR)**

### **7.7.1 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.

### **7.7.2 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.

### **7.7.3 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 on behalf of the Regional Steering Group 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).**