



Comhairle Chontae Chill Chainnigh

Kilkenny County Council

HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants

Competition Name: Lifeguards –Summer Season 2023

Competition ID: 2023/T/O/O/20

Competition Type: Open

Competition Closing Date: Friday 31st March 2023, at 4.00pm

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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 600 employees and can offer exciting careers across our services in various roles such as engineering, technical, financial, management, administration, library services, fire services and general services. Our headquarters are in Kilkenny City and we have area offices throughout the county.

The Council operates within an annual revenue budget of €96 million and a multi-annual three-year capital budget of €160 million.

Our Values

1. Accountability and Transparency

We will communicate openly with people and we will be transparent in all decision-making.

2. Inclusiveness, Equality and Accessibility.

We prioritise social inclusion, equality of access and opportunity, and we will encourage the people, groups and organisations we work with to take a similar approach.

3. Leadership

We are committed to providing democratic and civic leadership in guiding the positive development of the City and County.

4. Pride

We will take pride in our work and in the leadership role of Kilkenny County Council in the economic, social, cultural and environmental development of the City and County.

5. Quality Service

We will provide an accessible, courteous, consistent, impartial and responsive service and we will strive for continuous improvement in our service delivery.

6. Sustainability

We will act in a sustainable way in relation to finance, the environment, our heritage, community affairs and socio-economic issues. We will work in ways that will not constrain the current or future needs of the people and communities of Kilkenny City and County.

7. Value for Money

We will use resources efficiently and continually assess and evaluate our performance

For further information on Kilkenny County Council see:

[Kilkenny County Council Corporate Plan 2019 – 2024](#)

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

- I. Each candidate must be of good character.

3.1.2 Health

- I. Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- II. For the purposes of satisfying this requirement, it will be necessary for all applicants who wish to be considered for a Lifeguard position, to confirm by way of the 'self-declaration' question on the application form that they are medically fit for the position of River Lifeguard.

3.1.3 Qualifications

Applicants must, by the latest date for receipt of completed applications:

- I. Hold a current Water Safety Ireland Inland Open Waterway or Beach Lifeguard Qualification or have achieved this by 31st May, 2023, or equivalent qualification as recognised by International Lifesaving Federation (ILS).

And

- II. Have thorough knowledge of resuscitation including Cardiopulmonary Resuscitation.
- III. Hold Certificate of Competence in Basic First Aid or have achieved this by 31st May 2023.

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.

It is desirable that each candidate shall:

- 3.2.1 Have a knowledge of the local area.
- 3.2.2 Experience in operating under a Health and Safety Management System e.g., toolbox talks, etc
- 3.2.3 An interest and ability to communicate with members of the public.

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.

4.0 JOB DESCRIPTION

4.1 ROLE

Kilkenny County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which Fixed Term vacancies may be filled.

5.0 JOB DUTIES AND RESPONSIBILITIES

5.1 DUTIES OF THE LIFEGUARD SHALL INCLUDE:

The duties may include but are not limited to the following and 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.

- 5.1.1 He/she should be on duty daily, in accordance with the required times.
- 5.1.2 Lifeguard uniform, provided by Kilkenny County Council, must be worn at all times while on duty. Uniforms must be returned to the County Council on termination of employment. Payment deductions will be made for any damage or modification of uniforms.
- 5.1.3 Equipment must be examined by the Lifeguard each day to ensure that it is in proper working order and ready for use, and any defects should be reported immediately to the Council through the Lifeguard Supervisor.
- 5.1.4 The Lifeguard will be responsible for the erection and removal of the appropriate flag(s).
- 5.1.5 The Lifeguard should patrol his/her area continuously and pay particular attention to danger places where the larger crowds congregate.
- 5.1.6 He/she should always be courteous to users and should give them any required information regarding currents, parts of the river that are dangerous to bathing etc.

- 5.1.7 If users are acting in an inappropriate manner, the Lifeguard should bring this fact to the notice of their Lifeguard Supervisor and/or Garda Siochana at the earliest opportunity.
- 5.1.8 He/she shall proceed instantly to all rescues and render all possible assistance where necessary.
- 5.1.9 At the end of each day, the Daily Report Forms of that day's work should be written up and kept available for inspection. Daily Report Forms should be given to the Council through the Lifeguard Supervisor at end of each week.
- 5.1.10 If, in the opinion of the Lifeguard, any matter requires attention, which cannot effectively be dealt with by him/her, he/she should immediately report it to the Council, through the Lifeguard Supervisor.
- 5.1.11 The Lifeguard shall keep fit by constant practice and shall swim each day.
- 5.1.12 Lifeguards must not arrive late for duty or leave early. Lifeguards will be expected to remain at their station for the hours they are rostered. Payment deductions will be made in the event of deviation from this.
- 5.1.13 Lifeguards must not sit in the hut while they are on-duty, unless weather conditions warrant that they take shelter. Even if they are in the hut due to inclement weather, they need to remain vigilant and continue to monitor any activity around the lifeguarded area.
- 5.1.14 He/she will carry out any other duties pertaining to the position as required by the Council.
- 5.1.15 Lifeguards will be employed during the Summer Season [June to August approximately]. The employment is purely temporary, terminable on one week's notice on either side.

6.0 PARTICULARS OF OFFICE

6.1 TYPE OF POST

To form a panel from which Fixed Term contract posts, may be filled.

6.2 SALARY

Junior Lifeguard - €13.00 per hour - maximum 35-hour week.

Senior Lifeguard* - €15.00 per hour – maximum 35-hour week.

* **Senior Lifeguard** – the following criteria applies:

- i. Senior Lifeguards are required to have a minimum of 2 years' satisfactory experience as river lifeguards with Kilkenny County Council.
- ii. Appointment is by means of interview selection.

6.3 PROBATION

The following provisions shall apply:

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

6.3.2 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.

6.4 HOURS OF WORK

The hours of duty will be as follows:

- 1.00 p.m. to 4.00 p.m.
- 4.30 p.m. to 6.30 p.m.
- Each day, seven-day week, from June to August ***[Month of June will be weekends only]***.

6.5 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.

6.6 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.

6.7 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.

6.8 POLICIES & PROCEDURES

The post-holder will be expected to abide and adhere to the policies & procedures applicable to Kilkenny County Council. These policies include but are not limited to:

- Child Protection Policy
- Grievance Policy and Procedure
- Disciplinary Procedure
- Dignity at Work
- Equality & Diversity Management

7.0 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: Job specific suitability testing.

Stage 4: A competency-based interview which may be conducted face to face or by way of remote interview.

Stage 5: Panel formation.

7.1 STAGE 1 - SUBMISSION OF APPLICATIONS

- 7.1.1 Applicants should complete the Application Form online via the advert link or through the www.kilkennycoco.ie link.
- 7.1.2 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.

- 7.1.3 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;

7.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS

- 7.2.1 Kilkenny County Council will conduct a preliminary verification of eligibility of applicants. This will comprise of both the Minimum Requirements as outlined in **Section 4.0** above, as well as the mandatory documentation specified for the competition. Kilkenny County Council reserve the right to recheck eligibility criteria at a later stage. The decision of Kilkenny County Council as to the applicant meeting the eligibility criteria specified is final.
- 7.2.2 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.

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

7.3 STAGE 3 - JOB SPECIFIC SUITABILITY TESTING

Selection shall be by means of a competition based on **(1) Practical Test** and **(2) Interview as outlined here under:**

PRACTICAL TESTS:

TIMED SWIM

- Timed Swim: 200-metre Freestyle in not more than 4 minutes (starting in the water with Canbuoy/Rescue Tube and no tumble-turns).
- 100-metre tow with Canbuoy/Rescue Tube in not more than 4 mins. (efficiency and correct procedure)
- 25-meter approach, pick up a weighted manikin and carry 25-meter.
- 50-meter carry of weighted manikin with fins
- 20-meter head-up approach, surface dive and pick up submerged manikin and administer deep water resuscitation for 10 metres.
- Board Rescue. Approach on paddle board, position unconscious casualty on board, paddle back to end pool.

PRACTICAL BASIC LIFE SUPPORT ASSESSMENT TEST

- Practical BLS and AED Assessment as per WSI Local Authority Beach Lifeguard test syllabus (including General Aspects of Safe Lifeguarding – 10 Multiple Choice Questions).

Candidates must score 50% or more and be within the time limits for the timed swim and tow, to pass the test.

In the event that restrictions due to Covid 19 do not allow for the practical test to take place in the Pool, it will be switched to an outdoor venue.

7.4 STAGE 4 - INTERVIEWS

Applicants who pass the practical test will be asked to attend for interview and will be assessed during interview under the following categories:

Competency Headings	
1	Range & Depth of Relevant Experience
2	Interpersonal Skills
3	Proficiency in Lifeguard Knowledge

Kilkenny County Council will not be responsible for the payment of any expenses incurred by the applicants in presenting themselves for the practical test or interview. Appointments to a panel will be made in order of merit from the results of the tests and interviews.

7.5 STAGE 5 – 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.

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.

7.6 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.

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.

7.7 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.

7.8 APPEALS

Applicants who 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.

7.9 OFFER LETTERS

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

candidates to respond within 5 working days to any offer of employment made to them or by the date indicated on the offer letter.

Kilkenny County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month from the date the Contract of Employment was issued. If he/she fails to take up the appointment within such period (or such longer period as Kilkenny County Council in its absolute discretion may determine) Kilkenny County Council shall not appoint him/her.

7.10 REFERENCES/MEDICAL ETC.

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.

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

- 7.11.1 **Garda Vetting:** Applicants may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of Garda Vetting clearance, particularly to determine suitability to work with children/vulnerable adults.
- 7.11.2 **Pre-Employment Medical Examination:** For the purposes of satisfying this requirement, it will be necessary for all applicants who wish to be considered for a Lifeguard position, to confirm by way of the 'self-declaration' question on the application form that they are medically fit for the position of River Lifeguard.

8.0 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.

8.1 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.

8.2 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.

8.3 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.

8.4 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.

8.5 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

8.6 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.

8.7 GENERAL DATA PROTECTION REGULATION (GDPR)

8.7.1 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.

8.7.2 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.

8.7.3 Storage Period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Kilkenny County Council will not be able to progress your application form for the competition.

When your application is received, Kilkenny County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, **1988 & 2018** and will be destroyed following the expiry of any panel put in place in respect of this competition.

Kilkenny County Council's General Privacy Statement can be assessed [here](#).
To make a request to access your personal data please submit your request by email to: dataprotection@kilkennycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).