



COMHAIRLE CONTAE  
CHEATHARLACH  
CARLOW COUNTY COUNCIL

## CANDIDATE INFORMATION BOOKLET – HEALTHY CARLOW CO-ORDINATOR (1 YEAR TEMPORARY CONTRACT)

**CLOSING DATE: 12 noon on FRIDAY, 21<sup>st</sup> FEBRUARY 2025**

**FOUR APPLICATION FORMS (one original completed signed copy and three full copies of the original) SHOULD BE RETURNED TO:**

**ADMINISTRATIVE OFFICER,  
HUMAN RESOURCES SECTION,  
CARLOW COUNTY COUNCIL,  
COUNTY BUILDINGS,  
ATHY ROAD,  
CARLOW  
R93 E7R7**

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

### **PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted.
- All applications forms **must be typed** and before signing the form, please ensure that you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations - **copy of educational results MUST be submitted with your application form, in order to determine your eligibility for this post.** The Council cannot undertake to investigate the eligibility of candidates in advance of the interview, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Carlow County Council is **not** responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified will **NOT** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e. typed application form, one original fully completed signed copy and 3 copies of the application form and copy of educational results, will **not** be accepted.
- Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

# QUALIFICATIONS FOR THE POST

## 1. Character

Candidates shall be of good character.

## 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. For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Local Authority.

## 3. Education, Experience, etc.

Candidates must have on the latest date for receipt of completed application forms:

- Hold relevant professional experience working in a management/coordination role in community, local development or health promotion sectors.
- A background and prior work experience in community development, health promotion, social sciences or in other fields where social relationships are of utmost importance.
- A good understanding of the social determinants of health across the community, voluntary and statutory sector
- An understanding and experience of working in socially disadvantaged communities, socially excluded groups and of health and wellbeing/health promotion strategies.
- Experience of networking, representing and working collaboratively across statutory, community /voluntary and volunteer led organisations.
- Experience supporting organisations to deliver actions, outputs and outcomes.
- Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

### Desirable, though not essential:

- A relevant third level qualification, in the area of health promotion or in a related area e.g., education, community development, public health, social care
- Strong leadership and project management skills
- Strong understanding and experience of programme planning and service delivery.
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills
- Ability to work simultaneously at both strategic and operational level
- Excellent collaborative, networking, representation and relationship-building skills
- Ability to negotiate and handle difficult situations.
- Experience in reporting to Pobal
- Financial administration and budgeting skills
- Data management and IT skills

### DRIVING LICENCE

The holder of the post **must** hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so, holders of office 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.

# The Role of Healthy Carlow Co-Ordinator (One Year Temporary Contract)

## Background

### Healthy Cities:

The Healthy Cities project is a global World Health Organisation (WHO) movement, set up in 1986. It involves Local Authorities working to improve health and wellbeing through political commitment, working in partnership with local stakeholders and supporting innovative projects.

A healthy city or a healthy county works to:

- improve health and wellbeing by creating and continually improving its physical and social environments.
- develop community resources that help people to support each other and achieve their potential.

Accredited to the World Health Organisation, the National Healthy Cities and Counties of Ireland Network (the Network) was launched in November 2016. The aim of the National Healthy Cities and Counties of Ireland Network is to develop a structure to support Local Authorities to implement the Healthy Ireland Framework.

National Healthy Cities and Counties of Ireland Network aims to:

- promote lifelong health and wellbeing,
- provide a means where local issues can influence national policy, and
- provide a voice for Ireland in the WHO Network of European National Healthy Cities Networks.

The Network is a key enabler of the Healthy Cities initiative both locally and nationally. All Local Authorities are either a member of the Network or are in the process of becoming a member.

### Healthy Ireland:

Healthy Ireland is a Government funded initiative and is the national strategy aimed at improving the health and wellbeing of everyone living in Ireland. The Healthy Ireland Fund funded under the strategy is a key enabler of the Healthy Cities initiative. Since 2017, the Department of Health has provided three rounds of funding under the Healthy Ireland Fund.

The purpose of the fund is to support Local Community Development Committees (LCDCs) in delivering actions which will improve health and wellbeing, in line with *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 – 2025*. This Framework is the national framework for action to improve the health and wellbeing of the people of Ireland.

The Framework aims to bring a concerted focus on life-long wellbeing, prevention of illness, seeks to reduce health inequalities, address the settings in which health and wellbeing is impacted, and emphasises the need to empower people and communities to better look after their own health and wellbeing.

A new Healthy Ireland Strategic Action Plan (2021-25) has been developed to guide the implementation of Healthy Ireland for the remaining years of the current framework.

Round three of the Fund finished in May 2022, with round four to commence thereafter.

**Purpose of the Role:**

The Healthy Ireland Co-ordinator is a key role in Local Authorities for the advancement of the local health and wellbeing agenda. The coordinator will be a central resource for driving the local health and wellbeing agenda through the implementation of both the local Healthy Cities and Counties initiative and the local Healthy Ireland programme.

Round 4 of Healthy Ireland will be multi annual and outcomes focussed. The HI Coordinator will therefore be required to coordinate greater partnership working and will work to generate innovative solutions that impact on the determinants of health.

The Healthy Carlow Coordinator will support the local health and wellbeing agenda through collaboration and coordination with relevant and complementary programmes, initiatives and organisations; coordinate the Healthy Cities & County project in the catchment area; and lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

**Duties & Responsibilities:**

The Healthy Carlow Co-ordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Carlow County Council for the advancement of the local health and wellbeing agenda.

The Healthy Carlow Co-ordinator will report to the (Senior Executive Officer, Community) or any other officer as designated by the Director of Service/Chief Executive.

Such duties shall include (but not limited to) inter alia:

- Lead, embed and continuously advance the health and wellbeing agenda in Carlow County Council in line with County Development Plans, Local Economic & Community Plans and other related plans.
- Develop strategies and plans to ensure the implementation and evaluation of the key elements of the role (in line with Service Level Agreement (SLA))
- Ensure that the development of the County Healthy Ireland Plan commences and is completed, with the findings informing key policies and other planning processes including the Local Economic & Community Plan
- To provide an annual plan in conjunction with the Department of Health (DoH) and Carlow County Council and provide for an annual review.
- Coordinate the overall planning delivery of Healthy Ireland Round 4, including development of the Programme of Work for Healthy Ireland Round 4; monitor and review progress of the Healthy Ireland Round 4 approved Programme of Work and meeting all reporting requirements.
- Engage with colleagues across Carlow County Council to ensure the functions being undertaken by the Healthy Carlow Co-ordinator are integrated into the wider community initiatives being undertaken by the local authority.
- Promote co-ordination between, and establish links with, community, voluntary and public sector bodies operating within the catchment area as it relates to health and wellbeing initiatives and outcomes.
- Promote Healthy Ireland and other relevant initiatives within the County amongst the local community, key target groups, state agencies, voluntary organisations, local businesses, and elected representatives.
- Collaborate with and support complementary health and wellbeing initiatives under relevant and aligned funding streams, including Sláintecare Healthy Communities Programme
- Progress the County's membership and participation in the Healthy Cities and Counties Network and lead the implementation of Healthy Ireland County strategies locally.
- Participate in and exchange experiences with Healthy Cities and Counties Networks nationally and internationally.
- Promote awareness of and drive the Healthy Ireland agenda in Carlow County Council context.

- Collaborate with and support communities to improve their health and well-being and building their capacity for undertaking actions that can both improve health and strengthen community assets.
- Create and maintain the health profile County Carlow
- Use evidence, data, local health profiles and the Healthy Ireland Outcomes Framework to inform local priorities and the Healthy Ireland Round 4 Programme of Work
- Apply a social determinants of health lens to service planning and local health and well-being agenda
- Liaise with the local CYPSC Co-Ordinator to ensure overall coherence of all Healthy Ireland funded actions in catchment area
- Support the LCDC/CYPSC Healthy Ireland sub-group to carry out their oversight role
- Provide networking events and shared learning opportunities for all project stakeholders
- Develop and implement a communications strategy to highlight activities, strategies and learning from the fund
- Identify opportunities for collaboration at local, regional, and national levels including opportunities for match funding and resourcing
- Such other duties as the Chief Executive may assign to the role so as to promote lifelong health and wellbeing in the community

### Reporting

- Ensure compliance with all required Carlow County Council financial, management and governance reporting requirements
- Collect, maintain and update relevant data
- Work with project partners to ensure that they are aware of and fulfil their reporting requirements
- Ensure overall non-financial and financial reporting to Pobal/Department of Health is complete and submitted in a timely manner
- Prepare short report updates for all LCDC and CYPSC meetings

### Governance

Ensure the Healthy Ireland Work Programme conforms with all policies and procedures of the Local Authority and in line with the Governance Framework.

## COMPETENCIES

Key competencies for the post of IS Project Leader are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form of their competence under each of these headings. Please take particular note of the competencies listed as any shortlisting or interview processes will be based on the information provided by the candidate in their completed application form.

<b>Management and Change</b>	
<b>Strategic Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs</li> </ul>
<b>Networking and Representing</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests</li> <li>• Demonstrates the ability to sustain a positive image and profile of Carlow County Council</li> </ul>

<b>Delivering Results</b>	
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to act decisively and make timely, informed and effective decisions</li> </ul>
<b>Operational Planning</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources</li> <li>• Demonstrates the ability to establish high quality service and customer care standards</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to recognise the value of and requirement to communicate effectively</li> <li>• Demonstrates effective verbal and written communication skills</li> <li>• Demonstrates good interpersonal skills</li> </ul>
<b>Personal Effectiveness</b>	
<b>Personal Motivation, Initiative and Achievement</b>	<ul style="list-style-type: none"> <li>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Does more than is required or expected, anticipating situations and acting to pre-empt problems</li> <li>• Creates new opportunities</li> </ul>
<b>Resilience and Personal Well Being</b>	<ul style="list-style-type: none"> <li>• Demonstrates appropriate and positive self-confidence.</li> <li>• Operates effectively in an environment with significant complexity and pace</li> </ul>
<b>Knowledge &amp; Understanding of the role/of local government</b>	
<b>Knowledge &amp; Understanding of Role</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the role of Healthy Carlow Co-Ordinator in the context of wider local authority service delivery</li> <li>• Demonstrates knowledge &amp; understanding of the structure and functions of local government</li> <li>• Demonstrates knowledge of current local government issues, future trends and strategic direction of local government</li> </ul>

## **PARTICULARS OF POST**

### **The Post**

The post is temporary wholetime, one year contract, and is pensionable.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority, or which might be inconsistent with the discharge of his/her duties as a local authority employee.

## **Remuneration**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her 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.

The salary scale for the position of Temporary Healthy Carlow Co-Ordinator (analogous to Senior Staff Officer) is: €55,641, €56,969, €58,586, €61,629, €63,447, €65,706 (LSI1) and €67,977 (LSI2) gross per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. In accordance with Departmental Circular Letter EL.02/2020, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011 will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

## **Location of post**

Carlow County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

## **Working Hours**

The working hours at present provide for a five day, thirty five hours working week, hours may vary from time to time. Carlow County Council operate a Flexi Time Scheme with an earliest start time of 8.30am and a latest start time of 10.00am; an earliest finishing time of 16.30pm and a latest finishing time of 18.00pm with a lunch break consisting of a minimum of 30 minutes to a maximum of 2 hours which must be taken between 12.30pm and 14.30pm. A copy of the Flexi Leave Scheme is available, on request.

The post will require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities and Time in Lieu on a time for time basis will apply. Overtime does not apply to this post. All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The working hours may be reviewed at any time by the Council.

## **Probation**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointment takes effect during which such persons shall hold such position on probation,
- (b) such period shall be one year, but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory,
- (d) there will be ongoing assessments during the probationary period. Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

**Health**

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

**Residence**

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

**References**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Carlow County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

**Vetting**

Garda vetting is required for certain roles within Carlow County Council. Failure to complete a Garda vetting form on request may prevent your employment with Carlow County Council. In the event of an unsatisfactory Garda declaration being received Carlow County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Carlow County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case by case basis.

**Annual Leave**

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

**Sick Leave**

The terms of the Public Service Sick Pay Scheme will prevail.

**Training**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

**Health & Safety**

The holder of the post shall co-operate with the terms of Carlow County Council's Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

**Use of Modern Technology**

The successful candidate will be required to use all equipment provided, including computers, hand held terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.



## **Travel**

Holders of the post **must** hold a full driving licence for class B vehicles 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. If you are required to travel as part of your official duties, Carlow County Council as your employer must be indemnified on your insurance policy. 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 Carlow County Council's Travel and Subsistence Policy. 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.

## **Superannuation & Retirement**

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age. Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70. To qualify for a pension the successful candidate must have served a minimum of two years employment in a

local authority. You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned. Further information is available from the Human Resources Department.

### ***Pension Accrual***

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### ***Pension Abatement***

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her reemployment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

### ***Incentivised Scheme for Early Retirement (ISER)***

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### ***Department of Health and Children Circular (7/2010)***

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

### ***Collective Agreement: Redundancy Payments to Public Servants***

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Data Protection:**

#### ***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 Carlow 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.

#### ***Sharing of Information***

Outside of the relevant recruitment team, 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.

### ***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 Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow 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 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

## **RECRUITMENT PROCESS**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position. All applications must be **TYPED** and the form filled out in full. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

### ***Shortlisting***

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

### ***Canvassing***

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

### ***Competitive Interview***

Selection of candidates for appointment shall be by means of a competitive interview. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

***Panels***

Following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

***After the Interview***

Carlow County Council will automatically advise you of the result of the interview. This may be done by letter and will include a copy of your individual marking sheet which will include the marks awarded to you for the various competencies at interview and any comments made by the Interview Board.

***Taking up Appointment***

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

***Carlow County Council is an Equal Opportunities Employer***