



COMHAIRLE CONTAE  
CHEATHARLACH  
CARLOW COUNTY COUNCIL

## Candidate Information Booklet

### Post of Climate Action Officer (5 Year Contract)

**CLOSING DATE:** 12 noon on Friday, 30<sup>th</sup> May 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 Council Offices,  
Athy Road,  
Carlow. R93E7R7

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 application 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 results must be submitted with your application to determine your eligibility for the competition.** The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, 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, 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.

## THE ROLE

The Climate Action Officer within Carlow County Council will be a core resource requirement for local authorities to lead on climate action. The successful candidate playing a key role in advocating for climate action and sustainability. The role requires a clear knowledge and understanding of local authority services and its key stakeholders and relationships, local government structures and its democratic role and mandate, current local government issues, future trends and strategic direction of the sector.

This is an exciting opportunity to work with local communities to promote local positive climate action as supported by the Climate Action Fund programme.

The Climate Action Officer will be required to work alongside the Climate Action Co-Ordinator in the design, development and delivery of Carlow County Council's Climate Action Plan and additional relevant climate action initiatives and policies which include but are not limited to:

- provide support and advice to all departments on climate action related matters, to help build organisational capacity and to mainstream climate action across all services and functions and to encourage active engagement in delivering effective climate action.
- support local authority project teams, elected members, strategic policy committees and other local authority fora, in ensuring all local authority level activities are climate proofed, i.e. integrating climate action considerations/requirements into local authority policies and strategies (e.g. Local Authority Climate Action Plan, County and Local Development Plans, Local Economic and Community Plans, Corporate Plan etc.)
- engage with and support stakeholders of the identified Decarbonisation Zone to advance key objectives.
- work with the Climate Action Regional Office, national government and relevant state agencies to assist in the development and roll-out of programmes and campaigns to promote climate action to local authority staff, elected members, local authority stakeholders and local communities.
- The development of progress reports and overseeing expenditure are also key components of the role.

The successful candidate will have the ability, drive and vision to engage and support positive climate action. They will support and empower those beginning and those already participating in climate action.

**Key duties/responsibilities (non-exhaustive list) of the post of Community Climate Action Officer may include:**

- 1) To support their line manager in ensuring work programmes are implemented to deliver on the Council's corporate and operational plans, including planning and prioritising work and allocating resources.
- 2) To research, analyse and communicate information on specific climate action issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc.
- 3) To provide support and technical assistance in the delivery of Community Climate Action projects as required.
- 4) Implementation of climate action projects and programmes across all service areas.
- 5) To represent the local authority on committees and at meetings and to report on progress on their respective section as required.

- 6) To work with the Eastern & Midlands Climate Action Regional Office (CARO), in progressing and driving the climate action agenda on behalf of Carlow Co. Council, as well as liaison with external agencies and neighbouring local authorities, building relationships/collaborating with key stakeholders particularly at local, regional and national levels, to deliver new initiatives and climate action policy objectives.
- 7) To work with the Elected Members at Council, Strategic Policy Committees and Municipal District level, and external stakeholders as required, to develop community level climate action capacity and resilience through engagement with existing Local Authority networks such as the Public Participation Network, Tidy Towns, etc.
- 8) To keep abreast on behalf of Carlow County Council, of emerging policies and funding opportunities at EU, National & Regional level and assessing the impact on the future plans and priorities of the council.
- 9) To prepare budgets and ensure that projects and programmes are implemented within allocated budgets.
- 10) Work to implement and support biodiversity in County Carlow.
- 11) Work to implement and support the Carlow Decarbonisation Project.
- 12) Maintain and proactively develop a culture of health and safety in the workplace and ensure compliance with health and safety legislation and regulations, and the Council's Corporate health and safety systems.
- 13) To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time

### **Requirements for the post of Climate Action Officer**

In the context of the key duties and responsibilities for the post of Climate Action Officer listed above, the ideal candidate will demonstrate the following requirements and key competencies.

- An understanding of the aims and objectives of the *National Climate Action Plan 2021 and the Climate Action and Low Carbon Development Act 2021* together with knowledge of key Local Authority climate action areas e.g. Energy, Decarbonisation Zones, Retrofitting, Sustainable Mobility, Sustainable Energy Communities, Citizen Engagement, Just Transition, Land Use and Development, Biodiversity and Natural Environment.
- A high level of technical competence in the Climate change area and experience in formulating, implementing and managing strategies, plans, studies or processes including stakeholder engagement.
- The ability to gather and assess technical data and to convey this information across a spectrum of stakeholders in a language that is understandable and significant.
- A successful track record in problem-solving skills and a proven track record in effecting or influencing behavioural change.
- Demonstrate experience of financial and budget management.
- Demonstrate a high level of negotiation, influencing and communication skills and influence multistakeholder processes.
- Demonstrate a clear understanding of how choices and actions impact climate change and a knowledge of how these impacts are measured.
- Demonstrate a knowledge of current local government issues, priorities, concerns and future direction.
- Relevant administrative experience at a sufficiently high level.
- Demonstrate relevant experience in administration of funding proposals and processing of grant evaluations.
- Ability to work within a team effectively.

Knowledge of the following key policy areas is desirable: -

- Energy
- Decarbonisation Zones
- Green Infrastructure
- Retrofitting
- Sustainable Mobility (active transport and modal shift)
- Sustainable Energy Communities
- Citizen Engagement
- Just Transition
- Land Use and Development
- Biodiversity and Natural Environment

## KEY COMPETENCIES

A Competency Based Application Form requires, you, as the candidate, to describe some of your personal achievements to date, to demonstrate certain competencies (necessary skills & qualities) required for the position you are applying for. All question areas must be answered, as you will be questioned on all areas should you be called for interview.

You should describe situation(s) from your own experience, which you think is the best example(s) of what you have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings, including employment, community, sporting or voluntary. Please do not use the same example to illustrate your answer to more than two areas of competence. Please note the interview board may look for additional examples of where you demonstrated the skills required for the post.

Carlow County Council is seeking candidates that demonstrate strong administrative and communication skills. They must also be self-motivated and committed to delivering quality public services. Key Competencies for the post have been identified as essential for the role of Climate Action Officer. These competencies will be assessed under the following headings:

Strategic Management and Change	
<b>Networking and Representing</b>	<ul style="list-style-type: none"><li>• Develops and maintains positive and beneficial relationships with a range of stakeholders</li><li>• Demonstrates the ability to sustain a positive image and profile of the local authority</li></ul>
<b>Strategic Ability</b>	<ul style="list-style-type: none"><li>• Can translate strategy into measurable operational plans and outputs</li><li>• Evaluates capacity and performance against objectives</li><li>• Demonstrates innovation and creativity to secure successful strategic outcomes</li></ul>
<b>Bringing about Change</b>	<ul style="list-style-type: none"><li>• Develops and initiates change management programmes to meet end objectives</li><li>• Influences others and fosters commitment to change</li></ul>

<b>Delivering Results</b>	
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Can pinpoint critical information and address issues logically</li> <li>• Understands the context and impact of decisions made</li> <li>• Acts decisively and makes timely, informed and effective decisions</li> </ul>
<b>Operational Planning</b>	<ul style="list-style-type: none"> <li>• Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations</li> <li>• Tracks and monitors activity and delivers timely reports</li> <li>• Organises the delivery of services to meet or exceed the required standard</li> <li>• Evaluates the outcomes achieved, identifies learning and implements improvements required</li> <li>• Establishes 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 requirements of and the outcomes of effective communication</li> <li>• Demonstrates effective verbal and written communication skills</li> <li>• Recognises the value of communicating effectively with all team members and stakeholders</li> </ul>
<b>Personal Effectiveness</b>	
<b>Resilience and Personal Well Being</b>	<ul style="list-style-type: none"> <li>• Demonstrates appropriate and positive self-confidence</li> <li>• Demonstrates the ability to operate effectively in an environment with significant complexity and pace</li> <li>• Demonstrates strong judgement and problem-solving skills and effecting or influencing behavioural change</li> <li>• Be enthusiastic about the role and sets challenging goals to achieve high quality outcomes</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 Climate Action Officer 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> <li>• Keeps up to date with current developments, trends and best practice in their area of responsibility</li> <li>• Demonstrates the required specialist knowledge, understanding and training for the role</li> </ul>

### CHARACTER

Candidates must be of good character.

### HEALTH

Candidates shall 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 at their own expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

### CITIZENSHIP

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

### EDUCATION, TRAINING AND EXPERIENCE etc.

Each candidate must on the latest date for receipt of completed application forms: –

- a) Hold a 3<sup>rd</sup> level qualification (level 8 in the National Framework of Qualifications) or equivalent professional qualification in Engineering, Planning, Environmental Science, Architecture Energy Management, or another relevant discipline.
- b) Have at least three years' experience directly in Climate Change or Energy Management or five years satisfactory experience in a comparable area.
- c) Have a high level of technical competence in the climate change or related area and experience in formulating, implementing and managing strategies, plans, studies or processes including stakeholder engagement.
- d) Have project management skills.
- e) Hold a current full driving licence in respect of category B vehicles, as there will be a requirement to travel to various Council premises and other locations.

### DRIVING LICENCE

Must hold a current full driving licence in respect of category B vehicles and have use of personal transport for work, as there will be a requirement to travel to various Council premises and other locations.

## PARTICULARS OF EMPLOYMENT

### THE POST:

The post is whole-time temporary and pensionable on a 5 Year Contract basis. The person appointed will be placed on probation for a period of 12 months during which time performance will be strictly monitored. If performance and attendance is not satisfactory the employment will be terminated. Notice of termination, except in case of summary dismissal, will be in accordance with the provisions of Minimum Notice and Terms of Employment Act, 1973.

Successful applicants may be placed in the Environment & Climate Action Department dependent on the requirements of the Council at the time of appointment. However, at the discretion of the Chief Executive, the successful applicant may be reassigned to other departments/services in the future.

The Climate Action Officer will be required to lead a team and to provide technical and managerial support across the service area and to liaise with external agencies and support the democratic process. They will be required to report to their appropriate line manager, assist the management team as may be required and deal with elected members in respect of the County and to attend Council Meetings as required. The person/s appointed will work under the direction and control of the Climate Action Co-Ordinator or other officer designated by the Director of Services or the Chief Executive.

The duties of the office are to give to the local authority and

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive and
- (b) to any other local authority or body with which an agreement has been made by the local authority, or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties as may be delegated to him/her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level.

### 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.

### 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 twelve months, 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) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts,
- (e) there will be assessments during the probationary period.

**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.

**WORK BASE:**

Carlow County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. 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.

**HOURS OF DUTY:**

The person appointed will work a typical flexible (35) hour week over 5 days Monday to Friday. The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours, as required. The person appointed may be required to work overtime in specific circumstances as agreed by the Senior Engineer or the appropriate supervisory officer. Time off in lieu on a time for time basis will be given should circumstances arise.

**SALARY:**

The annual salary which is analogous to the post of Executive Engineer as at 1<sup>st</sup> March 2025:

**€59,067 – €61,217 – €63,366 – €65,520 – €67,672 - €69,823 - €71,976 – €74,116 - €76,280 - €78,425 – LSI 1  
€80,897 – LSI 2 €82,108**

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular. The starting pay for new entrants will be at the minimum of the scale. The salary shall be fully inclusive and shall be as determined from time to time. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

**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.

**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.

#### **TRAVEL:**

When required to do so, 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. Carlow County Council reserves the right to provide a van to enable you to carry out your duties. The provision of a van will be at the discretion of the Chief Executive.

#### **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.

#### **USE OF MODERN TECHNOLOGY:**

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

#### **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.

#### **SUPERANNUATION & RETIREMENT:**

##### **Superannuation**

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.

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).

### **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. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. In each pay period an amount equivalent to 3.5% of net pensionable remuneration PLUS 3% of pensionable remuneration will be deducted as the member's contribution under the Scheme. This includes a contribution to a Spouse's and Children's Scheme.

### **Persons who commenced Public Sector Employment prior to 1st January 2013**

Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 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 dependent or qualified children). Persons who become pensionable employees 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. All persons who become pensionable employees 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 their pensionable remuneration in accordance with the terms of the scheme.

### **Retirement**

Appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 70 years of age. Retirement age set at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC). **Compulsory retirement age will be 70.**

### **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:**

#### **Selection Process**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position.

#### **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.

### **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.

### **References/Documentary Evidence**

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related. Candidates may be required to submit documentary evidence to the local authority in support of their application.

### **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.

### **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***