COMHAIRLE CONTAE CHEATHARLACH
CARLOW COUNTY COUNCIL

# CANDIDATE INFORMATON BOOKLET

## TEMPORARY SENIOR EXECUTIVE OFFICER - (3 Year Contract)

**CLOSING DATE: 12 noon on Friday 18th December 2026**

**FOUR TYPED 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 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 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

**1. CHARACTER**

Candidates shall be of good character.

**2. HEALTH**

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

**3. EDUCATION, TRAINING, EXPERIENCE, ETC.**

Candidates shall:

(a) be well educated;
(b) have significant experience at an appropriate level in leading teams and managing resources;
(c) possess a high standard of administrative and management experience at an appropriate level;
(d) have experience of policy / strategy implementation in a complex environment;
(e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

**Desirable:**

- Hold a third level educational qualification in a relevant discipline(s) commensurate with the role.

**Note:** A copy of relevant qualifications must be included with your application.

**Candidates must also:**

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned.

**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.

**Work Permit**

All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Carlow County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract, you cease to hold a valid work permit you must immediately advise Carlow County Council and your employment will cease with immediate effect.

**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. 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.

## THE ROLE

The Senior Executive Officer reports to the Director of Services and is responsible for the efficient management, direction and development of the department and function to which they are assigned. They work within defined parameters relevant to the position, in accordance with the County Council's vision and objectives as set out in the Corporate Plan. Delivery of efficient services and value for money is crucial.

The Senior Executive Officer is responsible for leading policy implementation, service delivery and change management in a dynamic and goal driven environment. The role offers the opportunity to demonstrate leadership, innovation, agility and a commitment to customer service. The Senior Executive Officer is required to work closely with the Senior Management Team and Elected Members to deliver the full range of services, implement local policy decisions and deliver on strategic corporate objectives.

**The ideal candidate shall:**

- Significant experience at a management level.
- Experience of implementing agreed strategies to meet objectives and the ability to expand and improve the range, quantity or quality of existing services.
- Experience in the management and supervision of employees, building effective teams, developing motivation and commitment and maintaining sound employee relations.
- A high level of personal commitment, with an ability to create a culture of trust and openness where all members of the team will benefit.
- Ability to develop and monitor key performance indicators with the Executive Manager.
- A high level of customer focus.
- Ability to develop and maintain productive relationships with all customers and stakeholders.
- Strong communication and negotiation skills, with highly developed influencing and engagement skills including issue/conflict resolution.
- Excellent organisation skills and possess the drive to deliver the required results.
- Strong judgement and capacity to work autonomously.
- Ability to work under pressure in a cross functional environment and to tight timelines.
- Experience of managing internal controls to ensure process and legal compliance.
- Experience of managing finance and budgets and ensuring value for money.
- Operate effectively in an environment with significant complexity and pace.

**Main Duties and Responsibilities:**

- To determine the nature, level and pattern of demand for the service in the directorate/function and to recommend the priorities to the Director of Services
- Implement the agreed strategies to meet and to expand or improve the range, quantity or quality of existing services and to recommend changes in strategies as required
- To develop and maintain relationships with external agencies in accordance with policy and to ensure the agreements to co-ordinate the programming of work is implemented
- To achieve and maintain the productive collaboration between elected representatives and the executive realities of the service
- To achieve and maintain similar collaboration with local development agencies in accordance with evolving policy on closer integration of local government and local development
- Identifying and agreeing work programmes, targets and deadlines and ensuring their subsequent implementation
- Management and supervision of staff up to the position of the grades or analogous grades
- Building effective teams, developing motivation and commitment and maintaining sound employee relations, morale as relevant to the position, in accordance with good employment practice and relevant legislation
- Deputising for senior officers as required
- To implement the systems necessary to support the service. This includes systems to manage finance and budgets to ensure value for money, to provide information on the pattern of demand and activity, to schedule and programme work, etc.
- Undertaking any other duties of a similar level and responsibilities may be required from time to time

# COMPLETING A COMPETENCY BASED APPLICATION FORM

**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.

**Key Competencies for the post include the following and candidates will be expected to <u>demonstrate sufficient evidence within their application form</u> of competence under each of these. Please take note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:**

| Competency Heading | Competency Description |
|---|---|
| **Exemplifies Public Service Values** | Demonstrates the core values of honesty, impartiality, integrity and are professional and transparent in all dealings. Is focused on putting the citizen/customer at the heart of services provided and operating in an impartial manner for the common good. Respects diversity and difference and are open to meeting the needs of a changing population. |
| **Strategic Management and Change** | Takes a long term, strategic overview of what has to be done and translates this into policies and then operational goals and plans. Shares the strategic vision with key stakeholders and gains their support. Will effectively introduce change, overcoming resistance and anticipating obstacles. |
| **Performance through People** | **Leading and Motivating**<br>Provide clear leadership as a member of the Management Team of the Council, demonstrating enthusiasm and energy and gaining the respect and loyalty of the team.<br><br>**Managing Performance**<br>Gets the best out of others through setting clear and challenging goals, delegating and empowering people and tackling underperformance, where required. |

| | |
|---|---|
| **Delivering Results** | **Problem Solving and Decision Making**<br>Can pinpoint critical information and address issues logically. Understands the Context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.<br><br>**Operational Planning**<br>Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods.<br>Establishes high quality service and customer care standards.<br><br>**Delivering Quality Outcomes**<br>Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively. |
| **Networking & Representing, and Communicating Effectively** | Develops and maintains positive and beneficial relationships with others and collaborates effectively. Fosters a strong focus on Customer/Client Service. Effectively manages the expectations of others and is skilled in negotiation and gaining agreement. Is credible and confident when communicating with others. |
| **Personal effectiveness** | Is enthusiastic about the role and motivated in the face of difficulties. Demonstrates appropriate and positive self-confidence and remains calm and composed when providing leadership under pressure. Operates effectively in an environment with significant complexity and pace. |

# PARTICULARS OF THE POST

**The Post:**
The post is temporary whole-time and for the period of approximately 3 years. 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.

**Duties:**
The successful candidate shall perform such duties as may from time to time be assigned to him/her in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of his/her duties. He/she shall, if required, act for an employee of a higher level and may be required to work outside the normal job description from time to time.

**Remuneration:**
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 salary scale for the post of Senior Executive Officer (Circular Letter EL 04/2026) is as follows:
**€82,595 – €83,331 – €86,572 – €89,833 - €93,101 - €96,333 - €99,586 – LSI 1 €103,276 – LSI 2 €109,155 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 04/2026, a person who is not a serving local authority employee on or after 1st 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.

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.

**Work Base:**
Carlow County Council reserves their 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 appointment 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 post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week with a working day of 7 hours. This is a senior management role and the provisions of the flexi time scheme do not apply to this role. Due to the nature of this role, some out of hours attendance may be required.

All hours worked 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.

**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.

Failure to perform satisfactorily during the twelve month probationary period after the commencement of a contract will lead to early termination of the contact.

Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with Carlow County Council.

**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.

**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 organisation 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.

**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 disciplinary action.

**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.

**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.

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. The 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).

**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***
Candidates may be shortlisted on the basis of relevant qualifications and experience as set out on their application form. The candidates shortlisted will be invited to attend for interview.

***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 qualifications, 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. Offers of temporary employment at this grade may be made while the panel remains in force.

***Documentary Evidence:***
The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Carlow County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Carlow County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate

***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***