



Comhairle Contae Thiobraid Árann
Tipperary County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Competition Reference: RT/829

Closing Date: 18th December, 2025

Tipperary County Council is an Equal Opportunities Employer

Senior Executive Officer – LAWPRO 2 Year Fixed Term Contract

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Information Document for the post of Senior Executive Officer – LAWPRO.

INTRODUCTION

The EU Water Framework Directive [WFD] 2000 seeks to protect and improve our natural waters, including rivers, lakes, groundwaters, coastal waters, and transitional waters. The Water Framework Directive's environmental objectives are outlined in the National River Basin Management Plan [RBMP] and measures to achieve them in our Programmes of Measures [POMs].

In July 2014, the Department of Environment, Community & Local Government issued the European Union [Water Policy] Regulations 2014, which gave effect to a new, three tier, governance framework and placed new obligations on local authorities to co-ordinate the catchment management and public participation elements of the Water Framework Directive.

To enable local authorities to meet their objectives, they have established the Local Authority Waters Programme [LAWPRO] to facilitate a coordinated regional approach through a WFD Team. Kilkenny County Council and Tipperary County Council, acting jointly, have been appointed as lead local authorities to act on behalf of all local authorities [shared service] in managing this Programme.

CONTEXT

LAWPRO is leading a 'new approach' to water management in Ireland that involves coordination and close cooperation between local authorities, WFD implementing bodies and stakeholders for the development and implementation of a national River Basin Management Plan. The overall aim of this approach is to protect and restore good water quality in Ireland's rivers, lakes, estuaries, groundwaters, and coastal waters through integrated catchment management. Achieving that aim will require active involvement of local authorities and other public bodies, water users and local communities.

Implementation of the River Basin Management Plan is co-ordinated on a regional basis by the five WFD regional water and environment management committees, comprising of representatives of each local authority in the region and the EPA. This structure drives collaboration and integration, both within local authorities, between local authorities and externally with other public agencies. This shared services approach to delivery includes all stakeholders through a multi-disciplinary, multi-agency structure.

This shared service arrangement takes account of the need to deliver maximum benefit with limited resource availability. LAWPRO ensures that its resources are utilised locally to implement the River Basin Management Plan for Ireland Plan – Water Action Plan 2024 and input into the development of the 4th Cycle RBMP.

The strategic role of the Programme is:

- To promote knowledge sharing and coordination in implementing the Water Action Plan 2024 and Programme of Measures (POMs) by local authorities, other public authorities, sectoral interests, and community groups.
- To co-ordinate and undertake statutorily required public consultation in the development of the national River Basin Management Plan (Water Action Plan 2024) and Programmes of Measures and support a public awareness campaign in water resources management.
- To deliver on the actions assigned in the Water Action Plan 2024.
- To seek consistency in implementation of the Water Action Plan across agencies through the operation of the WFD Regional Committees.
- To assist the Minister and the EPA and work collaboratively with local authorities in the development of the RBMP and POMs.
- To mobilise and support engagement of voluntary and community groups in protecting our natural waters.
- To foster linkages with industry and agricultural sectors.
- To develop linkages with local sectoral representative organisations, such as Catchment Partnerships, Rural Development Companies, Rivers Trusts, Tidy Towns Groups, business and industry sectors including farming organisations, trade associations, sports clubs and volunteering sectors, angling and outdoor recreational user groups, etc.

LAWPRO is continuing to build a core project team with specialist skills, including catchment science, community engagement and development, financial administration, project management, GIS and farming measures schemes (Farming for Water EIP).

This recruitment process is for an additional post within LAWPRO's WFD Team and is managed by Tipperary County Council on behalf of LAWPRO.

RECRUITMENT DETAILS

As part of the team structure within the Local Authority Waters Programme (LAWPRO) it is intended to immediately recruit **one [1] Senior Executive Officer (Grade VIII)** in the following role and in the following location.

Job title	Grade	Number of Positions	Office/ Base Location
LAWPRO Operations Support Team Manager	Senior Executive Officer	1	Clonmel, Co. Tipperary

A panel will be formed from which any future Senior Executive Officer vacancies may be filled, including posts that may arise in **any** of the current LAWPRO regional locations **or** additional offices that may be established. The panel will be used to fill vacancies arising on the Water Framework Directive (WFD) Team, including the Local Authority Support and Coordination Team, or the Farming for Water EIP Project Team.

Current LAWPRO regional office locations:

Border Region: Donegal Town, Co. Donegal; Carrick-on-Shannon, Co. Leitrim and Carrickmacross, Co. Monaghan.

Midlands and East Region: Dublin 8, Dublin and Tullamore, Co. Offaly

South-East Region: Clonmel and Tipperary town Co. Tipperary and Kilkenny, Co. Kilkenny.

South-West Region: Croom, Co Limerick and Inniscarra, Co. Cork.

Western Region: Liosbán Business Park, Galway; Castlebar, Co. Mayo and Roscommon, Co. Roscommon.

A fixed term contract of employment or specified purpose contract of employment will be issued by the relevant employing Local Authority (Tipperary or Kilkenny County Council) and it is envisaged that the contract will terminate on or before **22nd December 2027**.

A review of LAWPRO is currently being undertaken by the County and City Management Association (CCMA) as part of action delivery under the Water Action Plan 2024, to inform the appropriate level of resources required to deliver the current Water Action Plan up to December 2027, and beyond into the fourth cycle of the Water Framework Directive. Further opportunities may arise in LAWPRO resulting from this review. Public consultation on the timetable and work programme for Ireland's fourth-cycle Water Action Plan 2028 – 2033 has commenced.

Should current permanent / full-time Local Authority staff be successful and accept a post arising from this competition, appropriate secondment arrangements will be required.

THE ROLE/DUTIES

Senior Executive Officer (Operations Support Team Manager – LAWPRO)

Reporting to the Director of Services, the Operations Support Team Manager (Senior Executive Officer) will be responsible for managing the corporate services necessary for the Programme, to enable efficient and effective support to the wider Programme so that the strategic objectives, and annual work programme can be achieved. She/he will also co-ordinate the supporting functions of the Senior Management Team (SMT) and be an active member of the Senior Management Team. The SEO will also provide support to the Farming for Water EIP Administration Team.

The role will include:

- To determine the nature, level and pattern of demand for the services in the Programme and to recommend both service level and strategic policy priorities to the Director of Service (DoS);
- To implement the agreed strategies to meet and to expand or improve the range, quantity or quality of existing services and to recommend changes in the strategies as required;
- To manage and supervise staff up to the position/grade of Administrative Officer or analogous grades and to ensure the training and development of LAWPRO staff;
- Supervise and participate in the Performance Management Development System (PMDS);
- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation;
- To build effective teams, develop motivation and commitment and maintain sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation;
- To develop and maintain relationships with DHLGH and other departments and external agencies, e.g. CCMA, LGMA, and to ensure the agreements to co-ordinate work programmes are implemented;
- To co-ordinate national reporting on the service deliverables of LAWPRO;
- To prepare a draft Service Level Agreement in conjunction with the SMT for signoff by Tipperary and Kilkenny County Councils and the DHLGH;
- To co-ordinate and manage the LAWPRO human resources functions with the two lead authorities and the DHLGH HR Section;
- To implement the systems necessary and co-ordinate the resources to support the service. This includes systems to manage finance and budgets and ensure value for money; to oversee LAWPRO's financial reporting to the DHLGH, Councils, and the LAWPRO Oversight Committee;

- To oversee the co-ordination of the Environmental Health and Safety Management System (EHS), which covers staff from LAWPRO, including the FFWEIP, An Forám Uisce, and Waters of LIFE Integrated Project;
- To manage the Communications Team and work with the Communications Lead and Management Team in the preparation and implementation of a Communications Strategy, annual and quarterly progress reports, as required.
- To co-ordinate and manage the LAWPRO's information system and data and GIS functions and develop linkages, as required.

The ideal candidate will:

- Understand the workings of local government and its role as the second tier of government within the county and within tier 3 of the Water Framework Directive Governance structure;
- Lead, manage and motivate a team to deliver on the particular functional areas and programmes within their remit, ensuring a strong focus on delivery of results;
- Initiate, develop and drive appropriate change programmes that can enhance the range and quality of services;
- Work with Elected Councils, Strategic Policy Committees, the Local Community Development Committees, in developing policy and strategic plans for their areas of responsibility that are in line with overall national priorities and aim to deliver services in the most efficient manner possible, to meet the specific needs of the local community;
- Contribute to and implement the Council's corporate plan, and deliver national and local programmes in a resource efficient manner;
- Develop and support their staff to ensure optimum service delivery including full utilisation of the PMDS system;
- Network effectively with internal and external stakeholders including representatives of Government departments, state agencies, business and community representatives and other bodies to deliver priority programmes and projects;
- Critically analyse and manage the deployment of resources (including human and financial resources), within their areas of responsibility to ensure the delivery of optimal results with the available resources;
- Promote the role of LAWPRO and the Council and ensure a strong customer focus amongst their teams, reflecting the requirements for balanced and fair decision making and equity of treatment;

- Operate and continually review effective risk management systems for their area of responsibility;
- Keep abreast of relevant external developments, trends and opportunities which may be beneficial to their functional area, including external funding opportunities.

QUALIFICATIONS FOR THE POST

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, EXPERIENCE ETC.

Candidates shall:

- (a) be well educated.
- (b) have satisfactory experience in any discipline and satisfactory experience in the organisation and control of staff.

The candidate should ideally have:

- the ability to lead, foster and effectively implement appropriate change;
- an understanding of procurement, risk, information technology, financial management, governance and accountability;
- the capacity to work in a complex and dynamic political environment;
- high levels of honesty and integrity and a focus on operating in an impartial and transparent manner to deliver the best possible services to the citizen/customer;
- Understand the workings of local government and its role as the second tier of government within the county and LAWPROs role within Tier 3 of the Water Framework Directive Governance structure;
- Lead, manage and motivate a team to deliver on the particular functional areas and programmes within their remit, ensuring a strong focus on delivery of results including full utilisation of the PMDS system;
- Initiate, develop and drive appropriate change programmes that can enhance the range and quality of services;

- Contribute to and implement the LAWPRO Strategy and Work Plans, and deliver national and local programmes in a resource efficient manner;
- Network effectively with internal and external stakeholders including representatives of Government departments, state agencies, business and community representatives and other bodies to deliver priority programmes and projects;
- Critically analyse and manage the deployment of resources (including human and financial resources), within their areas of responsibility to ensure the delivery of optimal results with the available resources; and
- Operate and continually review effective risk management systems for their area of responsibility.

Salary:

Current Salary Scale: €80,967 - €107,004 (2nd LSI)

The salary shall be fully inclusive and shall be as determined from time to time. The employee shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her employment or in respect of services which he/she is required by or under any enactment to perform.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Local Government & Heritage. In accordance with Departmental Circular letter EL 02/2011, 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 (currently €80,967).

Remuneration is paid fortnightly by PayPath directly to the employee's nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

The normal working hours are 35 hours per week.

Probation:

Where a person who is not already a permanent officer of Tipperary County Council/Kilkenny County Council is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect, during which such person shall hold office on probation;
- (b) the maximum period shall generally be one year for permanent contracts and such other period as may be required in relation to temporary or fixed term/purpose contracts as set out in the council's probationary policy. No probationary period shall exceed 12 months in duration.
- (c) such a person shall cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

Superannuation:

The relevant Superannuation Scheme will apply.

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

plus

3.5% of net pensionable remuneration (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 officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted 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. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

Retirement Age

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

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.

Hours of Work:

The hours of work are 35 hours per week. All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001.

Flexible working arrangements apply. LAWPRO requires employees to record their hours using the Kelio clocking system. It is likely that parts of the work schedule will be outside normal office hours, so flexibility will be required.

LAWPRO has adopted a **Blended Working Policy** that maximises the opportunities for a blended working approach to deliver our work programme.

Annual Leave:

The annual leave entitlement for the grade is 30 days per annum.

The Chief Executives of Tipperary County Council/Kilkenny County Council retain autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence:

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

Driver's Licence:

Tipperary County Council/Kilkenny County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Tipperary County Council/Kilkenny County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

Code of Conduct/Organisational Policies:

Employees are required to adhere to all current and future Tipperary County Council/Kilkenny County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council intranet.

Training:

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Location of assignment/appointment:

The Senior Executive Officer (SEO) will lead and manage the Operations Support Team.

The SEO will be based in the LAWPRO head office, in Ballingarrane, Clonmel, Co. Tipperary.

Commencement:

Tipperary County Council/Kilkenny County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Tipperary County Council shall not appoint them.

Reporting Arrangements:

The Senior Executive Officer will report directly to the LAWPRO Director of Services.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Health & Safety:

Tipperary County Council/Kilkenny County Council as an employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work.

Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Tipperary County Council operates under the ISO45001 standard that provides a framework to manage occupational health and safety (OH&S)

risks and improve overall safety performance. All employees are required to cooperate with the implementation of any and all measures necessary to achieve same.

The Application Process:

Please ensure that:

1. You complete the application form online via the www.tipperarycoco.ie link.
2. Applicants are required to submit their applications electronically, along with the required documentation. Applicants should retain a copy of their application form for their own personal reference.

Be advised that once **FULLY COMPLETED** applications supported by the prescribed evidentiary proof of meeting minimum qualifications and eligibility requirements are submitted, this information cannot be amended.

When completing the employment history section on the application form, please ensure that all periods of employment and unemployment (if applicable) are recorded and accounted for.

Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.

You submit your application electronically by not later than **4:00p.m. on Thursday 18th December, 2025**. Late applications will not be accepted.

Applications submitted after the closing date will not be accepted and any claim in relation to the late receipt of application forms will not be entertained.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Tipperary County Council is satisfied that such person fulfills the requirements.

Tipperary County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Tipperary County Council accepts no responsibility for communication not accessed or received by the applicant.

The Selection Process:

Tipperary County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

Step 1: Initial Screening

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

Step 2: Shortlisting

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

Step 3: Interview

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Tipperary County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Tipperary County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place them in order of merit.

Candidates who are successful in the interview will be qualified in order of merit for appointment to the post of **Senior Executive Officer** and placed on a panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

Key Competencies:

A competency model has been developed for the role of Senior Executive Officer. Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date. At interview, candidates will be assessed under the following competencies using some/all of the indicators listed:

Strategic Management and Change

Strategic Ability - Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

Political Awareness - Has a clear understanding of the political reality and context of the organisation.

Networking and Representing - Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive and cohesive image for the organisation it represents.

Bringing about Change - Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.

Delivering Results

Problem Solving and Decision Making - 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.

Operational Planning - Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality customer care standards.

Delivering Quality Outcomes - 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 managing resources effectively.

Performance Through People

Leading and Motivating - Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.

Managing Performance - Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.

Communicating Effectively - Have highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.

Personal Effectiveness

Resilience and Personal Well Being - Demonstrate appropriate and positive self confidence. Operates effectively in an environment with significant complexity and pace.

Personal Motivation, Initiative and Achievement - Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.

Feedback:

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

Deeming of candidature to be withdrawn:

Candidates who do not attend for interview or other test when and where required by the Tipperary County Council, or who do not, when requested, furnish such evidence as required by Tipperary County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

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, Tipperary 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.

Verification of Educational Qualifications:

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council*, to the Human Resources department in order to verify their qualifications.

** Non-Irish qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.*

Pre-Employment Medical:

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre-employment medical.

Garda Vetting:

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

Canvassing:

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Confidentiality:

Tipperary County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Tipperary County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Tipperary County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

General Data Protection Regulation:

Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Tipperary County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

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 for, with a designated short-listing 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 and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

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 (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which 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, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.

Important Notice -The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates.



Comhairle Contae Thiobraid Árann
Tipperary County Council

