Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Recruitment and Selection Campaign for the Position of:

Assistant Project Manager

(Analogous to Assistant Engineer)

Closing Date for Receipt of Applications:

4.00pm on Thursday, 07TH May 2026.

Important Notes:

- Please submit y*our application form inclusive of all other required documentation to* hr@galwaycoco.ie *as* ***ONE SINGLE document*** *(not individual scanned documents) before the closing date and time.*
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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THE COMPETITION:

Galway County Council Galway County Council is currently inviting applications from suitably qualified persons for the post of Assistant Project Manager. The position may include assignment to some of the key service areas within the Local Authority. Galway County Council will, following the interview process, form a panel for the post from which relevant vacancies arising may be filled.

THE ROLE:

The position is a technical role providing technical support within a team environment. Successful applicants may be assigned to the following key service areas within the Local Authority:

- Housing Delivery
- Social Housing Management
- Community Development
- Parks & Cemeteries
- Town Regeneration
- Infrastructure Development/Delivery
- Roads and Transportation
- Environment
- Planning & Development

QUALIFICATIONS FOR THE POST

CHARACTER:

Each candidate must be of good character.

HEALTH:

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

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo 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, EXPERIENCE, ETC:

Each Candidate must, on the latest date for receipt of completed application forms:

(i) Hold at least an ordinary bachelors degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in construction management, engineering or a related discipline relevant to the post;

OR

(ii) Hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ) **AND** a post graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in construction management, engineering or a related discipline relevant to the post.

AND

(iii) Candidates shall on the latest day for receipt of completed application forms:

(a) Have at least **two years satisfactory experience** relevant to the role after attaining the qualification referred to above.
(b) Possess a high standard of technical training and experience appropriate to the nature of the role including administrative experience.
(c) Have a satisfactory knowledge of public service organisation or an ability to acquire such knowledge.

Applicants should at the date of applying, hold a full unendorsed valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below).

https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences

***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*.**

Desirable Skills and Experience:

The ideal candidate for the position shall demonstrate:

- Knowledge and experience of local government issues and awareness of wider sectoral and organisational priorities.
- Knowledge and experience of statutory obligations of health and safety legislation, the implications for the organisation and the employee, and their application in the workplace.
- Knowledge and experience of capital funding streams that apply to the execution and delivery of projects in the Local Government environment.
- Experience of managing and scheduling a multi-annual portfolio of projects.
- Experience of managing finance and budgets and ensuring value for money.
- An ability to effectively engage with, lead and manage multi-disciplinary project teams.
- An ability to motivate, empower, encourage and achieve maximum efficiency from the personnel and processes under their control.
- An ability to work in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups.
- An ability to effectively engage with and manage diverse stakeholder groups and develop communication strategies and approaches to drive collaboration and project delivery.
- Experience in meeting regularly with stakeholders, providing updates, presentations and reports, taking stakeholder feedback and ensuring any learning from same is used to enhance the operations of the organisation.
- Experience in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same.

- An ability to achieve delivery of competing demands within prescribed timelines and deadlines.
- Excellent interpersonal, communication and influencing skills.
- Excellent report writing and strong ICT skills.
- Strong planning, operational and project management skills.
- A focus on the customer and on service improvement including taking ownership and resolving issues that may arise.
- A high level of technical experience, in construction management, engineering or a related discipline relevant to the post.
- Experience of the development and progression of construction projects in compliance with applicable legislation, standards and guidelines as detailed in governance documents of the Dept. of Public Expenditure & Reform (DPER), other relevant government departments, funding agencies and local authorities.
- Experience in the delivery of construction projects through the statutory processes of compulsory purchase of lands (Compulsory Purchase Order), Appropriate Assessment and Environmental Impact Assessment.
- Experience in the procurement and management of services and works contracts.
- Knowledge/Experience of Building Information Modelling (BIM)

DUTIES AND RESPONSIBILITIES:

The following is a non-exhaustive list of duties associated with the role of Assistant Project Manager:

- The implementation of programmes, projects and strategies as agreed by Galway County Council Management and Funding Agencies.
- Project management of the delivery of schemes as prioritised by relevant government departments, funding agencies and Galway County Council, in accordance with all relevant guidelines, standards and specifications, and DPER's Public Spending Code.
- Procurement and management of technical advisors/consultants/contractors as necessary.
- Working with and supporting community groups of all sizes, local and regional organisations and other engaged parties, building the capacity of voluntary community leaders and

organisations to respond to local community needs, to identify and implement projects, which will provide their areas with an identifiable comparative advantage.

- Representing the Council both on relevant local committees and at a range of different meetings as and when required.
- Carry out engineering and ancillary duties as assigned and provide support to senior personnel.
- Aid in the designing and preparation of contract documents, tendering, drafting recommendations on appointment of successful service providers and contractors.
- Supervise and administer contracts of service and work contracts relating to Road's infrastructure.
- Assist in the preparation and management of Roads Programmes and budgets.
- Promoting a range of community development programmes and initiatives administered by the Council and encouraging local communities to actively participate within these.
- Reporting on key performance indicators and assisting with the development of corporate plans, strategies and annual service plans.
- Identifying and agreeing work programmes, objectives, targets and deadlines and ensuring their subsequent implementation.
- Developing and maintaining relationships with relevant government departments and external agencies to ensure co-operation and co-ordination in the implementation of work programmes.
- Working effectively with colleagues to deliver services, often as part of a multi-disciplinary team, collaborating and engaging with other teams within the organisation to deliver on the corporate objectives. Collaborating and engaging through cross-disciplinary working to deliver for the public, innovate for the future of local government and develop the people within the organisation.
- Participating in the duties as part of the organisational response to climate action, to promote and ensure capacity building, empowering change and delivering action.
- Managing a technical / administrative workforce and associated industrial relations issues including performance management in accordance with good employment practice and relevant legislation.
- Preparing budgets and ensuring that works are implemented within allocated budgets.
- Ensuring that staff are trained and operate within the relevant skillsets.
- Promoting safe work practices in the local authority generally and to ensure that all works in the areas for which you have responsibility are carried out in line with health, safety and welfare legislation and regulation and to maintain and proactively develop a culture of health & safety in the workplace.
- Ensuring works are implemented in compliance with all relevant legislation and regulations concerning procurement, planning, environmental, etc.
- Ensuring an efficient and effective response to all stakeholders.
- The proactive implementation of council policy and its corporate plan.

- Ensuring compliance with corporate policies (Health and Safety, HR, Data Protection, Child Safeguarding etc.).
- Ensuring good governance, whilst acting in the public interest at all times - upholding the corporate values of Local Government and the Council.
- Deputising for the Head of Section as required.
- Carrying out such other duties as may be assigned from time to time.

SKILLS AND COMPETENCIES.

The ideal candidate for this position should possess the following competencies. Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

Candidates must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

Management and Change	**Strategic Ability** • Plans, develops and prioritises work programmes that are aligned to Corporate and Operational Plans. **Networking and Representing** • Develops and maintains positive and beneficial relationships with relevant interests. • Ability to negotiate and influence and adopt a partnership approach with all stakeholders. **Bringing about Change** • Effectively manages the introduction of change and overcomes resistance to change. **Safety, Health and Welfare at Work** • Ensures compliance with all relevant legislation / regulations including Health & Safety, Planning & Procurement.
Delivering Results	**Problem Solving and Decision Making** • Can pinpoint critical information and can address issues logically. • Acts decisively and makes timely, informed and effective decisions. **Operational Planning** • Plans, develops and prioritises work programmes with senior management that are aligned to the Council's Corporate and Operational Plans.

	Managing Resources • Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. • Drives and promotes reduction in cost and minimisation of waste. **Delivering Quality Outcomes** • Promotes the achievement of quality outcomes in delivering services. • Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.
Performance through People:	**Leading and Motivating** • Leads, motivates and engages others to achieve quality results. **Managing Performance** • Effectively manages performance and conflict. • Empowers and encourages people to deliver their part of the operational plan. **Communicating Effectively** • Communicates effectively & professionally with a range of stakeholders including staff, elected members, businesses & residents. • Is effective in communicating a complex or technical message, using language appropriate to the audience.
Personal Effectiveness	**Motivation, Initiative and Achievement** • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently. • Manages their time effectively, focusing on essential tasks and responsibilities. **Qualifications and Knowledge** • Keeps up with current and emerging developments, trends and best practice in this area. **Integrity** • Demonstrates a strong commitment to delivering an effective Public Service

DETAILS AND PARTICULARS

PROBATION

Where a person is appointed to Galway County Council, the following provisions shall apply –

a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation.

b) such period shall be one year, but the Chief Executive may, at his discretion, extend such period;

c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory.

d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts.

e) there will be assessments during the probationary period.

REMUNERATION:

Entry to the scale shall be determined having regard to Departmental Circulars. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Point	01/02/2026
1	**€47,770**
2	**€50,438**
3	**€52,425**
4	**€54,487**
5	**€56,600**
6	**€58,748**
7	**€60,915**
8	**€63,083**
9	**€65,250**
10	**€67,421**
11	**€69,603**
LSI 1	**€71,834**
LSI 2	**€74,068**

WORKING HOURS

35 Hours per week

ANNUAL LEAVE:

30 Days per annum

RESIDENCE:

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

GARDA VETTING:

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

OUTSIDE EMPLOYMENT

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

SUPERANNUATION CONTRIBUTION

If you join the public service for the first time, on or after the 1st January 2013, the Single Public Service Pension Scheme will apply to you. Superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory. The Single Pension Scheme is a Defined Benefit Pension Scheme.

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution and is in the public service prior to 1st January 2013, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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 dependant or qualified children). Contributions will also be applicable to the Spouse and Children's pension scheme.

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person may also be required, if applicable, in respect of the Local Government (Spouse and Children's Contributory Pension) Scheme,

to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

Employees are admitted to the Local Government Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This Scheme is a Defined Benefit Scheme and provides for payment of a pension, retirement lump sum and death gratuity.

Your Retirement benefits are only payable at retirement, if you have completed the vesting period of two years.

COMMUNICATIONS

Galway County Council will contact you, when necessary, at each stage of the competition by post /email/SMS. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email/text message will be sent to the email address/telephone number originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing hr@galwaycoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council.

Galway County Council does not accept responsibility for communications not accessed or received by an applicant.

STAGE 1: CLOSING DATE FOR SUBMISSION OF APPLICATION FORM

- Applications may be submitted to hr@galwaycoco.ie or posted to Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway. Please ensure that applications are posted in sufficient time so as to be received by **closing date.**

- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.

- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.

- If your application form does not meet the minimum qualifications for the post as set out in this booklet, then your application will be deemed invalid, and you will not be permitted to proceed any further in the selection process.

The onus rests with the applicant to ensure that his/her application form and all required documentation is received by the Human Resources prior to the competition closing date.

STAGE 2: SHORTLISTING

Galway County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview or other written, oral, or practical tests appropriate to the position. You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

STAGE 3: FINAL INTERVIEW

Final Interview Process

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Galway County Council is satisfied that such person fulfils the requirements of the Regulations 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 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 these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Galway County Council will not be responsible for refunding any expenses incurred.

Interviews shall be conducted by Board(s) set up by Galway County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Galway County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Galway County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the postal or email address specified on their application form.

Candidates on the panel, who satisfy all the requirements for the post may be offered employment subject to:

(i) their place, in order of merit, on the panel.

(ii) the requirements of Galway County Council.

-THE FINE PRINT-

GENERAL INFORMATION

1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses

2. Galway County Council will not be responsible for refunding any expenses incurred by candidates.

3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.

4. Placement on any panel from this competition is no guarantee that a position will be offered.

5. **The Importance of Confidentiality**
   Candidates can expect that all enquiries, applications, and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential subject to the provisions of the General Data Protection Regulations and the Freedom of Information Acts 1997 & 2003.

6. **Deeming of candidature to be withdrawn**
   Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

7. **Data Protection**

   The General Data Protection Regulation (GDPR) came into force on the 25th of May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

   When your application is received, Galway 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.

   To make a request to access your personal data please submit your request by email to: dpo@galwaycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

8. **Candidates should note that canvassing will disqualify.**

IMPORTANT INFORMATION-TERMS AND CONDITIONS

Your attention is drawn to this important information.
By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:

1. All test and assessment materials are subject to copyright, and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.

2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.

3. Candidates in the recruitment process must not:

   - Knowingly or recklessly provide false information.
   - Canvass any person, with or without inducements.
   - Interfere with or compromise the process in any way.

4. A third party must not impersonate a candidate at any stage of the process.
   If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
   - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate.

- Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.

5. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the essential requirements.

CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES

GENERAL PRINCIPLES

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

ADVERTISING

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at www.galway.ie and the national website www.localgovernmentjobs.ie

LEGISLATION

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.

- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.

- *Data Protection Acts – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a*

record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. The Personnel Department may use external selection board members, and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. To make a request to access your personal data please submit your request by email to: dpo@galwaycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

WHAT ARE YOUR RESPONSIBILITIES?

- *Full Completion of Application Form* – applications must be made on the official application form, and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.

- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.

- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.

- *Integrity and Fairness* – this comprises four main issues:

  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position they are seeking.

- Candidates must not knowingly provide false information on their application.

- No other person may impersonate or represent a candidate at any stage of a selection process.

- Candidates must not interfere with or compromise the process in any way.

- Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

APPOINTMENT ON MERIT

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.

- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of: -

    - Shortlisting of candidates on the basis of information contained in their application form.

    - Other written, oral or practical tests appropriate to the position.

    - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board or

    - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.

- *Main 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.

- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.

- *Panel* – 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.

YOUR RIGHT TO INFORMATION AND TO APPEAL

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited, and the candidate will be informed of the outcome of this review.

GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Application Form Checklist

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date**.** All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit y*our application form inclusive of all other required documentation to* hr@galwaycoco.ie *as* ***ONE SINGLE document*** *(not individual scanned documents) before the closing date and time.*
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to hr@galwaycoco.ie providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application, and all documentation requested is submitted.
- ✓ Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.
- ✓ Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delay's rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.