Comhairle Chontae na Gaillimhe
Galway County Council

# CANDIDATE INFORMATION BOOKLET

## Recruitment and Selection Campaign for the Position of:

## Active Cities Officer

## (Two-Year Specific Purpose Contract)

## (Analogous to Grade V)

## Closing Date for Receipt of Applications:

## 4.00pm on Friday, 2nd October 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.
- Applications which do not meet the minimum eligibility requirements for the post based on the information submitted will not be considered further in the competition.

# TABLE OF CONTENTS


**The Competition: ..... 2**

**The Role: ..... 2**

**Duties and Responsibilities: ..... 4**

**Skills and Competencies. ..... 5**

**Character: ..... 3**

**Health: ..... 3**

**Education, Training, Experience, etc: ..... 4**

**Probation ..... 9**

**Remuneration: ..... 9**

**Working Hours ..... 10**

**Annual Leave: ..... 10**

**Residence: ..... 10**

**Garda Vetting: ..... 10**

**Outside Employment ..... 10**

**Superannuation Contribution ..... 10**

**Communications ..... 11**

**Stage 1: Closing Date for Submission of Application Form ..... 12**

**Stage 2: Shortlisting ..... 12**

**Stage 3: Final Interview ..... 12**

**The Fine Print ..... 13**

**General Information ..... 13**

**Important Information -Terms and Conditions ..... 14**

**Code of Practice on Recruitment and Selection Procedures ..... 15**

## THE COMPETITION:

Galway County Council is currently inviting applications from suitably qualified persons for the post of Active Cities Officer – 2 Year Specific Purpose Contract.

## THE ROLE:

The Active Cities project is funded by Sport Ireland through the Dormant Accounts Fund (DAF). An Active City will strive to create social norms about the benefits of sport and physical activity, create programmes and opportunities for its citizens regardless of ability or age, work in partnership to increase physical activity and decrease inactivity, and create/maintain environments where sport and physical activity can happen ultimately working toward healthier lifestyles of their citizens. The Active Cities concept is built on the principles of the Global Action Plan for Physical Activity (GAPPA) developed by the WHO in 2018.

The Active Cities Officer will be responsible for the development, delivery and coordination of a programme of work that leads to an increase in participation in sport, physical activity, and active lifestyles across all communities in Galway City, with a particular focus on people who are economically or socially disadvantaged, educationally disadvantaged or who have a disability. This will involve creating effective partnerships with a wide range of agencies and community organisations and maximising access to and use of resources, both financial and human.

The Active Cities Officer will be a member of Galway Sports Partnership and will need to develop a strong working relationship with relevant staff in Galway City Council and other local agencies, local sports clubs and relevant staff from National Governing Bodies. The Active Cities Officer will also work closely with the national network of Active Cities Officers and Sport Ireland.

The Active Cities Officer is a key point of contact and liaison with other Sections or Departments in relation to all operational matters for the service delivery of the Active Cities project in the County for which they are responsible.

The Active Cities Officer will report to the Coordinator of Galway Sports Partnership or an officer of the Local Authority as designated by the Chief Executive. This is a two-year Specific Purpose Contract.

# 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:**

(a) Hold a recognised qualification or proven experience of at least **three** years working in one of the following disciplines:

- Project / Programme Management
- Marketing and evaluation
- Planning - for example, City planning, Business Development

(b) Have a minimum of **three** years' experience working with agencies such as local government/ public sector in the area of project management;

(c) Have experience in creating partnerships with a variety of agencies;

(d) Have an understanding of the role and importance of coordinated and integrated inter-agency responses to facilitating active lifestyles;

(e) Have experience in working with voluntary and/or community groups;

(f) Possess excellent interpersonal, communication, problem solving, team working, decision making and influencing skills;

(g) Possess the ability to produce, access and disseminate information efficiently and accurately;

(h) Possess the ability to prioritise, plan and co-ordinate the delivery of a work programme and produce high quality work;

(i) Have the ability to prepare, monitor and manage budgets;

(j) Have an understanding of and a personal commitment to the vision and values of the Sports Partnership model;

**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, though not essential:**

- Relevant Degree in Sports/Community Development, Health Promotion or equivalent;
- Experience and/or understanding in the areas of community sport and physical activity administration;
- Experience and/or understanding the community sector in a developmental and supportive capacity;
- Understanding of targeting groups with low levels of participation in physical activity and the barriers that inhibit their participation;
- Understanding of the international, national sport and physical activity sector relative to Policy, Funding and the Global Action Plan for Physical Activity;
- Have an understanding of research methods.

**THE IDEAL CANDIDATE SHALL**

- Have the ability to work in a self-motivated manner;
- Possess the ability to positively represent and advocate for the project across partners and agencies;
- Possess strong IT, administrative and organisational skills;
- Have experience in consulting, communicating and networking appropriately and effectively with all sectors of the community;
- Have experience in advising, informing, motivating and supporting individuals and organisations;
- Have the ability to produce good quality publicity material;
- Have an awareness of the importance and value of participation in sport, physical activity and active lifestyles;
- Have a constructive, positive and progressive attitude to working as part of the Local Sports Partnership team and an ability to develop partnerships with the wider community;
- Be willing and have the ability to travel and work unsociable hours as required.

## DUTIES AND RESPONSIBILITIES:

**Project Co-ordination and Collaboration**

- Develop and support an interagency, cross-sectoral approach to the development of Galway as an Active City, while also ensuring the work is effectively and efficiently integrated with Galway Local Sports Partnership activities maximising the impact for all.
- Co-ordinate the development and operation of Steering Group nurturing a collaborative, partnership approach and ensuring appropriate membership and representation.

- Engage with the Active Cities Network and Sport Ireland
- Develop, co-ordinate, support and monitor the implementation of the Active Cities Plan.
- Facilitate and support local stakeholders in the planning, development and implementation of actions set out in the Active Cities Plan
- Consult and engage with all relevant stakeholders with regard to the development and implementation of the project.
- Link effectively with all partner agencies in the area of sport and physical activity and represent the Active Cities Galway in relevant fora.
- Encourage networking and ensure joined up working between local organisations involved in sport and physical activity.
- Engage with other citywide health initiatives, e.g. Healthy Ireland, Healthy Cities, and contribute where possible to these initiatives.

**Planning & Operations**

- Facilitate and lead the implementation of the operational and action plan for the Active Cities Galway in line with the local sports plans, healthy cities etc.
- Work with the Local Sports Partnership team to support the development and delivery of a range of initiatives, programmes and events as part of the Active Cities project to provide opportunities for more people to be more active.
- Facilitate and lead the co-ordination of Active Cities Galway initiatives and pilot projects in targeted communities.
- Manage the capital and equipment budget including procurement, development, storage etc.
- Support and promote training and development opportunities to support the sustainable development of volunteers and community leaders including relevant training for professionals and community groups on the benefits of participation in sport and leading an active lifestyle. Provide networking events and shared learning opportunities for all project stakeholders.
- Work with facility and infrastructure providers, public and private, to support increased community participation.

**Communications & Marketing**

- Work with the national network of Active Cities Officers and Sport Ireland to develop an Active Cities brand and implement locally in line with agreed guidelines.
- Develop and implement a communications strategy including the production of press release and project newsletter highlighting activities, strategies and learnings from the project and resources to promote Active Cities activities and messages.

- Develop and maintain a comprehensive database of organisational and key contacts and prepare clear marketing and communications plans for the project.
- Communicate the 'Active Cities' messages effectively with representatives from different organisations and members of the public.
- Raise the profile of sport, physical activity and active lifestyles and their benefits both throughout the city.
- Identify opportunities to promote 'Active Cities' locally, nationally and internationally.

**Finance & Administration**

- Carefully manage the budget and reporting requirements to the Local Sports Partnership Committee and funders for all budget areas.
- Create sport, physical activity and active lifestyle opportunities and identify appropriate funding streams.
- Provide support and assistance in maintaining up-to-date databases.
- Carry out research and needs analysis as appropriate and as required. Measure, monitor and evaluate performance and the impact of Active Cities Galway activities in line with Sport Ireland requirements.
- Prepare reports and regular updates to the Active Cities Working Group, Line Manager, Galway Sports Partnership Committee, Sport Ireland, Galway County Council and other stakeholders as required;
- Generate and disseminate accessible information and analysis for all stakeholders;
- Promote good practice in health and safety awareness practice for all Active Cities Galway activities. Ensure best practice for use of facilities. Ensure that all activities undertaken under the Active Cities project are in line with appropriate codes and legislation.
- Undertake other relevant duties within the scope of the post.

## 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** | • Understand the need for change and get this across persuasively to others.<br>• Make a positive case for change and elicit commitment from others.<br>• Implement change in an orderly and determined manner |
| **Delivering Results** | • Translate the business/team plan objectives into clear priorities and actions for their area of operation.<br>• Help establish high quality service and customer care standards.<br>• Convert operational objectives into specific work plans, programme activities and schedules, taking into account the broader operation plan when setting priorities.<br>• Allocate resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services. |
| **Performance through People:** | • Lead the team/service area in a manner that provides clarity of purpose and a focus on delivery.<br>• Show visible commitment to the purpose, mission and vision of the organisation.<br>• Provide a positive sense of purpose for the team in terms of its contribution to the organisation's objectives.<br>• Develop the team and its members to achieve corporate objectives through the effective management of performance.<br>• Have effective written and verbal communication and interpersonal. |

| | |
|---|---|
| **Local Government Knowledge & Understanding** | • Knowledge of the structure and functions of local government.<br>• Knowledge of current local government issues and advocate practice approaches to addressing them.<br>• Clear and realistic views of future trends and strategic direction of local government.<br>• Understanding the role of the Active Cities Officer in this context. |

# 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 | 01/06/2026 |
|---|---|
| 1 | **€52,761** |
| 2 | **€54,337** |
| 3 | **€55,946** |
| 4 | **€57,589** |
| 5 | **€59,244** |
| LSI 1 | **€61,173** |
| LSI 2 | **€63,109** |

## 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.