Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Recruitment and Selection Campaign for the Position of:

Project Resident Engineer

Specific Purpose Contract

Closing Date for Receipt of Applications:

4.00pm on Thursday, 17th September 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.

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THE COMPETITION

Galway County Council invites applications from suitably qualified persons for appointment as Project Resident Engineer for the N6 Galway City Ring Road (N6 GCRR). The appointment will be on a specific-purpose basis. A panel may also be formed from which related temporary or specific-purpose vacancies may be filled during the lifetime of the panel.

Galway County Council is progressing the project in partnership with Galway City Council and Transport Infrastructure Ireland (TII). TII is the Approving Authority for national road projects, and Galway County Council will be the employing authority for this post. The successful candidate will join the dedicated N6 GCRR project office and work across the project with the two local authorities, TII and the appointed design and delivery teams.

Project Context

An Coimisiún Pleanála granted approval for the N6 GCRR on 7 April 2026. The scheme is included in the National Development Plan and was designated as Critical Infrastructure in July 2026. It is a core component of the wider transport solution for Galway City and County, complementing BusConnects, rail enhancements, Active Travel, demand management and other measures under the Galway Transport Strategy.

The approved scheme is approximately 17.5 km in length and includes:

- approximately 11.9 km of motorway/dual carriageway from the existing N6 at Coolagh, northeast of Galway City, to the Ballymoneen Road area northwest of the city;
- approximately 5.6 km of single carriageway continuing to the R336 Coast Road west of Bearna;
- a new crossing of the River Corrib, together with major bridge, road and ancillary structures;
- grade-separated and at-grade junctions, link roads, side roads, accommodation works, drainage, landscaping, environmental mitigation and active-travel interfaces; and
- significant utility diversions and protection works, including interfaces with the 110 kV and 38 kV electricity networks and other statutory undertakers.

The project is a major national infrastructure investment with an overall value expected to exceed EUR 1 billion. The current Enabling, Procurement and Delivery stage includes detailed design, preparation of contract documents, procurement, property and utility readiness, advance works and progression to the main construction contract.

Current Delivery Context

The indicative programme provides for detailed design and procurement during 2026-2027, advance works from 2027 and commencement of the main construction contract from 2028, with an estimated main construction period of approximately 36 months. Judicial Review proceedings have been commenced in respect of the planning decision, and the programme remains subject to statutory, legal funding and gateway approvals.

THE ROLE

The Project Resident Engineer will provide senior technical, contract and site leadership through the pre-construction, enabling, procurement, construction, commissioning, handover and close-out stages. In the early phase, the post holder will bring construction and contract-delivery expertise to detailed design, procurement packaging, buildability, risk, programming, land and utility readiness. During construction, the post holder will lead the resident engineering, public relations, stakeholder management and site-supervision function and will normally be based full time in the project site offices.

The person appointed will work under the direction and control of the N6 GCRR Project co-ordinator, the Senior Engineer responsible for the National Roads Project Delivery Office, or another officer designated by the Director of Services or Chief Executive. The post holder will support the Employer's Representative, Project co-ordinator, Supervisor or equivalent contract role designated under the final procurement and contract strategy. This briefing does not predetermine the form of contract or the formal allocation of contractual functions.

Core Outcome

To ensure that the N6 GCRR is construction-ready and subsequently delivered safely, lawfully and in accordance with the approved design, planning and environmental commitments, contract requirements, programme, quality standards and approved budget, with complete and reliable records throughout.

QUALIFICATIONS FOR THE POST

CHARACTER:

Candidates shall be of good character and demonstrate integrity, sound judgement, fairness and respect in dealings with colleagues, contractors, property owners and the public.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, including the ability to work in an active construction-site environment.

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:

- hold an honours degree at Level 8 on the National Framework of Qualifications in Civil Engineering, Structural Engineering or another engineering discipline directly relevant to the role;
- have at least eight years' satisfactory relevant engineering experience, including not less than six years' satisfactory experience in the direction, management or supervision of major engineering works;
- possess a high standard of technical training and experience, together with strong administrative and contract-management capability;
- have satisfactory experience at strategic or senior project-management level;
- have a satisfactory knowledge of public-service organisation and governance, or demonstrate the capacity to acquire such knowledge rapidly.

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.

The Ideal Candidate will:

- have detailed working knowledge and experience with major civil-engineering forms of contract, including NEC or equivalent collaborative/target-cost arrangements where relevant;
- have significant experience in contract administration, resident engineering and site supervision on major road, bridge or comparable linear infrastructure projects;
- have undertaken a senior monitoring or supervision role for more than four years on a public road or comparable infrastructure project with a construction value of at least EUR 100 million (excluding VAT), through construction and handover;

- have experience during pre-construction and procurement, including constructability, works requirements, tender documents, tender evaluation, mobilisation and baseline programme review;
- be capable of leading a multidisciplinary site team and dealing efficiently with the broad range of engineering, contractual, environmental, property and stakeholder matters arising on a project of this scale; and
- hold a current Safe Pass card or be in a position to obtain one before taking up duty.

Desirable Skills and Experience

- A strong record in the safe and successful delivery of major construction projects to the required quality, programme and budget.
- Chartered Engineer status with Engineers Ireland or an equivalent recognised professional institution, or demonstrable progress towards chartered status.
- Detailed knowledge of the Safety, Health and Welfare at Work (Construction) Regulations 2013, including the respective duties of the Employer, PSDP, PSCS, designers and contractors.
- Experience of civil-engineering measurement, earthworks, pavement construction, bridge/structural works, drainage, materials testing and quality control.
- Experience of environmental compliance on major projects, including EIAR/NIS commitments, habitat and water protection, archaeology, carbon management and construction environmental management.
- Experience of utility diversions, temporary traffic management, land possession, accommodation works and interfaces with statutory undertakers.
- Experience assessing interim and final accounts, variations/compensation events, claims, delay, disruption and dispute-resolution proceedings.
- Excellent interpersonal, negotiation, verbal and written communication skills, including the ability to deal respectfully with property owners, affected communities, elected members and senior stakeholders.
- Excellent digital and information-management skills, including Microsoft 365, programme and reporting tools, geographic/project data, and common data environments/document-management systems used on construction projects.
- A capacity to remain effective under pressure, receive and act on feedback, make timely evidence-based decisions and maintain professional independence.

Proven Ability
Candidates should demonstrate proven ability to:

- Translate strategic project objectives and gateway requirements into practical delivery plans;
- Proactively manage construction contracts and interfaces to minimise delay, disruption and cost overrun;
- Supervise works from investigation and enabling stages through main construction, commissioning, handover and close-out;

- Manage site teams, consultants and specialist inputs and maintain high standards of performance;
- Prepare clear, concise and defensible technical reports and maintain accurate contemporaneous records;
- Create productive working relationships within and across organisations while appropriately challenging non-compliance or weak performance; and
- Set high personal standards, exercise sound judgement and deliver results in a complex, politically aware and publicly accountable environment.

DUTIES AND RESPONSIBILITIES:

The duties of the Project Resident Engineer will include, but will not be limited to, the following:

1. Leadership and Management of the Resident Engineering Function

- Lead, organise and coordinate resident engineering, inspection, clerk-of-works, laboratory, surveying and other site-supervision resources assigned to the project.
- Plan and phase staff duties so that adequate competent supervision is available whenever construction, testing, commissioning or critical works are taking place, including night-time and weekend works where required.
- Set clear standards for technical quality, conduct, safety, record keeping, reporting and stakeholder care, and manage the performance and development of staff.
- Coordinate closely with the Project Manager, Senior Executive Engineer, Project Archaeologist, environmental/ecology resources, Project Coordinator, Project Liaison Officers, administrative staff, Transport Infrastructure Ireland, designers, legal advisers, valuers and external specialists.

2. Detailed Design, Buildability and Procurement

- Review detailed designs, specifications, drawings, schedules, bills, works requirements and contract documents from a construction, sequencing, maintainability, planning consent commitments, safety and value-for-money perspective.
- Lead or contribute to constructability reviews, design-risk reviews, value-engineering exercises, temporary-works interfaces, access and logistics planning, traffic staging and construction phasing.
- Identify design gaps, interface risks, information requirements, consents, surveys, investigations and advance decisions needed to achieve construction readiness.
- Assist in defining and coordinating advance/enabling works packages, utility diversions, archaeological works, site clearance, fencing, accommodation works and other preparatory contracts.
- Support preparation of procurement documentation, ecological works, site investigation, tender clarifications, tender assessment, pre-award due diligence, mobilisation requirements and baseline programme review, in accordance with the

Capital Works Management Framework, TII requirements and the approved procurement strategy.

- Contribute to gateway submissions, cost and programme assurance, risk registers, delivery plans and recommendations required for approval to enter construction contracts.

3. Contract Administration, Programme and Commercial Control

- Administer, or support the administration of, the works contracts within the authority delegated to the post holder, and comply strictly with notice, instruction, assessment and record requirements.
- Monitor the contractor's programme, resources, productivity, critical path, early warnings, risks and recovery proposals, and promptly report actual or potential delay.
- Manage or support change control so that proposed changes are technically justified, instructed by the authorised person, costed, programmed, approved and recorded before implementation except in a genuine emergency.
- Maintain robust records for measurement, dayworks, compensation events/variations, claims, interim payments, price adjustment, defects, delay, disruption, adverse physical conditions and dispute resolution.
- Review interim and final account submissions and provide clear technical recommendations to the Employer's Representative and commercial team.
- Proactively manage interfaces and issues to minimise delay, disruption, abortive work, cost escalation and dispute.
- Where relevant, manage Contractual dispute processes and support and engage with the appointed Standing Conciliator and Project Board

4. Construction Supervision, Quality and Records

- Ensure, within the authority of the role, that the works are constructed in accordance with the contract requirements, approved design, specifications, standards, planning conditions and authorised changes.
- Implement risk-based inspection and test plans for earthworks, pavements, structures, drainage, utilities, traffic systems, landscaping, environmental mitigation and all other permanent and temporary works.
- Monitor materials approvals, sampling, testing, certification, workmanship, non-conformances, corrective actions, hold points and witness points.
- Maintain a comprehensive site diary and a detailed, contemporaneous history of progress, resources, weather, instructions, inspections, testing, incidents and significant events.
- Ensure that complete hard-copy and electronic records, including georeferenced photographs, surveys, test results, correspondence, meeting minutes, approvals and as-constructed information, are maintained in the approved common data environment/document-management system.
- Attend and, where required, chair site and coordination meetings; ensure that actions and decisions are accurately minuted, assigned and closed out.

- Provide prompt responses to reporting and information requests in relation to project progression, expenditure and status, as may be requested by TII's Regional Manager

5. Safety, Health and Welfare

- Promote a strong safety culture and comply with Galway County Council's safety management system, the Safety, Health and Welfare at Work Acts and the Safety, Health and Welfare at Work (Construction) Regulations 2013, as amended.
- Monitor, on behalf of the Employer and within the limits of the role, implementation of the duties of the Project Supervisor Design Process, Project Supervisor Construction Stage, designers, contractors and others; promptly report and escalate deficiencies.
- Participate in design-safety reviews, site inspections, audits, temporary traffic management reviews, incident investigations and close-out of corrective actions.
- Ensure that Council staff and representatives working on or visiting the site have appropriate competence, inductions, Safe Pass, risk assessments, welfare arrangements and personal protective equipment.
- Do not direct the contractor's means and methods in a manner that transfers or obscures the contractor's statutory or contractual responsibilities.

6. Planning, Environment, Climate and Archaeology

- Maintain and implement a clear register of planning conditions, EIAR/NIS commitments, environmental mitigation, licences, permits, method-statement requirements and other statutory obligations relevant to construction.
- Coordinate with the project environmental team, ecologists, Project Archaeologist, heritage specialists, landowners and statutory bodies to protect habitats, water, archaeology, cultural heritage and community amenity.
- Ensure that contract and construction decisions are consistent with the approved project, the Climate Action and Low Carbon Development legislation, applicable Climate Action Plans, Galway County Council's statutory obligations and the project's carbon and climate commitments.
- Monitor the Construction Environmental Management Plan, environmental incident response, waste and resource efficiency, pollution prevention, invasive species controls, noise, vibration, dust, water quality and ecological restrictions.
- Maintain evidence of compliance and provide prompt factual and technical support for audits, statutory reporting, information requests and legal proceedings where required.

7. Property, Landowner and Community Interfaces

- Coordinate construction access, possession and work sequencing with the project property, legal, valuation and liaison teams, recognising the significant residential and other property acquisition programme associated with the scheme.

- Ensure that no entry or works take place on land unless the required legal interest, agreement, licence or possession is confirmed and all relevant constraints are communicated to the contractor.
- Track and ensure delivery of accommodation works, boundary treatments, access arrangements and other commitments made to property owners, subject to the approved contract and authority.
- Support respectful, timely and accurate engagement with affected homeowners, landowners, businesses, institutions, communities, elected members and members of the public, in coordination with the designated Project Liaison Officers.
- Work in close coordination with designated Project Liaison Officers and provide relevant information and updates, to ensure integration of contractual, planning and landowner agreement implications.
- Maintain appropriate records of stakeholder commitments, complaints, decisions and follow-up actions, and escalate emerging reputational or delivery risks.

8. Utilities, Network and Third-Party Interfaces

- Plan and coordinate interfaces with electricity, telecommunications, gas, water, wastewater and other utility owners, including major 110 kV and 38 kV network diversions and protection works.
- Coordinate with Galway City Council, TII, the National Transport Authority, emergency services, statutory undertakers, adjacent projects, University of Galway, major employers and other affected stakeholders as required.
- Manage interfaces with the existing national, regional and local road network, BusConnects, public transport, Active Travel routes and traffic management arrangements so that safety, access and network continuity are maintained.
- Review contractor interface programmes and ensure that dependencies, outages, approvals, handovers, commissioning requirements and third-party responsibilities are clearly allocated and recorded.

9. Governance, Reporting and Assurance

- Prepare clear, concise and evidence-based reports on safety, quality, environment, programme, cost, risk, property, stakeholder and contract matters for the project governance structure, TII and the local authorities.
- Provide timely technical advice and briefing material to senior management, elected members and authorised communications personnel, while respecting confidentiality, legal privilege, procurement rules and agreed communications protocols.
- Support TII reviews, gateway approvals, audits, value-for-money requirements, risk and issue escalation, business cases, information requests and other assurance processes under the TII Project Management Guidelines and the Infrastructure Guidelines.

- Maintain a reliable decision trail and provide factual evidence for claims, disputes, Freedom of Information requests, statutory processes, judicial review or other legal proceedings when requested through the appropriate channel.
- Ensure compliance with public procurement, data protection, records management, protected disclosures, ethics and local-government governance requirements relevant to the role.

10. Commissioning, Handover and Close-out

- Plan progressively for testing, commissioning, safety audit, certification, opening, operational readiness and handover rather than treating close-out as an end-of-contract activity.
- Ensure defects, outstanding works, safety files, as-built records, asset information, operation and maintenance manuals, environmental close-out and property commitments are completed and verified.
- Support final measurement, final account, claims resolution, contract close-out, lessons learned and transfer of complete asset records to the relevant road and asset-management authorities.
- Carry out such other duties appropriate to the grade and project as may be assigned from time to time by the Director of Services or Chief Executive.

Scope of Duties:

This specification is not intended to be an exhaustive list. The post holder may be required to undertake other duties appropriate to the position and to contribute to the development of the role as the procurement strategy, contract packaging and delivery programme are finalised.

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:

Competency	**Marks**
Personal Effectiveness	300
Delivering Results	200
Strategic Management and Change	150
Performance Through People	150
Total	**800**

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

Personal Effectiveness	**Relevant Knowledge:** Demonstrates strong knowledge and practical understanding of major infrastructure delivery, resident engineering, contract administration, construction quality, safety legislation, environmental commitments and public-sector governance. Keeps up to date with relevant standards, guidance and good practice. **Resilience and Personal Wellbeing:** Remains calm, organised and effective in an environment of significant scale, complexity, scrutiny and pace. Manages competing priorities and sustains sound judgement during critical events. **Integrity:** Acts honestly, independently, consistently and respectfully. Maintains clear professional boundaries, declares conflicts, protects confidential information and records decisions transparently. **Motivation, Initiative and Achievement:** Sets demanding standards, anticipates issues, persists through difficulty and takes ownership for high-quality outcomes. Reflects on performance and applies lessons learned.
Delivering Results	**Problem Solving and Decision Making:** Identifies critical information, evaluates technical, contractual and stakeholder consequences, and makes timely, proportionate and evidence-based decisions within delegated authority. **Operational Planning:** Translates the programme and works requirements into inspection, staffing, information, access and interface plans; delegates effectively; tracks actions and responds early to variance. **Managing Resources:** Allocates staff, specialist support, time and public resources effectively; controls waste; and focuses effort on safety-critical, quality-critical and programme-critical activities. **Delivering Quality Outcomes:** Maintains rigorous standards for design readiness, workmanship, testing, records and close-out. Challenges non-conformance and embeds continuous improvement.
Strategic Management & Change	**Strategic Ability:** Understands the N6 GCRR's role in the Galway Transport Strategy and can translate critical-infrastructure, Phase 5 and gateway objectives into practical delivery actions. **Political and Organisational Awareness:** Understands the democratic, legal, financial and public-accountability context in which Galway County Council, Galway City Council and TII operate. **Networking and Representing:** Builds credible relationships across technical

	disciplines, public bodies, utilities, contractors, property teams and communities, and represents the Council professionally. **Bringing About Change:** Adapts to changing procurement, programme, statutory and delivery requirements; communicates the case for change; and secures commitment to improved ways of working.
Performance Through People	**Leading and Motivating:** Leads by example, gives clear direction and develops a cohesive resident engineering team focused on safe, lawful and high-quality delivery. **Managing Performance:** Sets expectations, monitors performance, addresses underperformance or conflict promptly and fairly, and empowers staff to make decisions within clear authority. **Communicating Effectively:** Listens actively and communicates complex technical, contractual and project information clearly to staff, contractors, senior management, elected members, property owners and the public.

DETAILS AND PARTICULARS

THE POST

The appointment will be a specific-purpose Project Resident Engineer position associated with the N6 GCRR. The specific purpose will be set out in the contract of employment and will relate to the delivery of the assigned project stages and duties. The appointment is expected to extend through the principal delivery period, indicatively up to five years, but the actual duration will depend on the project programme, approvals, funding and the terms of the contract. A panel may be formed for an initial period of one year and may be extended at the discretion of the Chief Executive.

REPORTING

The post holder will report to the N6 GCRR Project Coordinator, the Senior Engineer in the Project Delivery Office, or another designated senior officer. Contractual authority will be exercised only to the extent formally delegated in writing.

LOCATION

The post will initially be based at the N6 GCRR project office or another Galway County Council location. During advance and main works the post holder will normally be based full time in the

project site offices and will travel throughout the project area. Galway County Council reserves the right to assign the successful candidate to another appropriate work location or related project duty consistent with the contract.

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:

The current Annual salary applicable to the post of Project Resident Engineer is **€114,202.** (01.06.26) The rate of remuneration may be adjusted from time to time in line with Government pay policy.

A taxable site allowance and/or travel and subsistence may be payable where the qualifying conditions are met, in accordance with applicable Departmental circulars, national agreements and Galway County Council policy.

WORKING HOURS

The standard working week will be 35 hours and you will be required to work contractor hours. The role will involve flexible working hours and may include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. Holders of the post may be called for duty at any time in accordance with arrangements made by the local authorities. The Council reserves the right to alter hours of work. All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001

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.

RECRUITMENT PROCESS

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 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 & 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.