Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Recruitment and Selection Campaign for the Position of:

Project Co-Ordinator

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 Co-Ordinator 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, 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. TII has authorised the project to progress to Phase 5 under the TII Project Management Guidelines. 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. The programme is subject to statutory, legal, funding and gateway approvals.

THE ROLE

The Project Co-Ordinator will lead and project manage the delivery of the N6 Galway City Ring Road project on behalf of Galway County Council. The post holder will report to the Director of Services for Physical Infrastructure and will work closely with and in alignment with the Senior Engineer for the National Roads Office or another designated senior officer.

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:

(a) (i) hold an honours bachelors degree (level 8 on the National Framework of Qualifications (NFQ)) in Engineering accredited at CEng or CEng with FL level by Engineers Ireland*,

OR

(ii) hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) in Engineering AND a post-graduate masters degree (level 9 on the National Framework of Qualifications (NFQ) in Engineering;

OR

(iii) hold a masters degree (level 9 in the National Framework of Qualifications (NFQ)) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited a CEng level by Engineers Ireland or an equivalent accreditation body internationally;

OR

(iv) have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status

(b) have at least **eight** years satisfactory **relevant** engineering experience including a period not less than six years satisfactory experience in the direction and supervision of major engineering work;

(c) possess a high standard of technical training and experience and of administrative experience;

(d) have satisfactory experience at strategic management level;

(e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

***A** Level 8 & 9 qualification (on the National Framework of Qualifications) must be accredited at Chartered Engineer (CEng) level by Engineers Ireland or an equivalent international body

***A** level 7 degree will be assessed on the basis that the period of study undertaken should be equivalent to at least 180 ECTS (European Credit Transfer Accumulation System) credits.

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 a strong record in the planning, design, procurement and delivery of major road, bridge or comparable linear infrastructure projects of significant scale and complexity;
- Demonstrate a clear understanding of the TII Project Management Guidelines, the Infrastructure Guidelines, the Capital Works Management Framework and the associated public-sector gateway and approval processes;
- Have significant experience in procuring and managing multidisciplinary engineering consultants, technical advisers and specialist service providers, including defining scopes, agreeing deliverables, monitoring performance and programme, managing fees and change, and assuring the quality of outputs;
- Be capable of leading and co-ordinating detailed design, technical assurance, design-risk, constructability, value-engineering and construction-readiness reviews;
- Have a detailed working knowledge of public procurement, including the preparation of procurement strategies, tender documentation, tender evaluation, contract award and mobilisation for consultancy services, investigations, advance works and major construction contracts;
- Have practical knowledge of major civil-engineering forms of contract, including Public Works Contracts and other approved delivery models where relevant, together with experience in contract administration, change control, payment assessment, programme management, claims, disputes and contractual record-keeping;
- Demonstrate strong project controls and financial-management capability, including the management of budgets, cost forecasts, programmes, critical-path activities, risks, opportunities, change and value for money;
- Have experience of establishing and implementing quality management systems;
- Be capable of managing complex project interfaces, including property acquisition, utilities, planning and environmental requirements, archaeology, traffic management, active travel, legal matters, advance works, statutory undertakers and third-party approvals;

- Have a strong understanding of statutory planning and environmental compliance, including planning conditions, EIAR and NIS commitments, licences, consents, climate obligations and environmental mitigation measures;
- Have detailed knowledge of the Safety, Health and Welfare at Work (Construction) Regulations 2013, including the respective responsibilities of the Employer, PSDP, PSCS, designers, consultants and contractors;
- Be capable of leading and motivating a multidisciplinary project team, setting clear objectives and deliverables, managing performance and ensuring effective co-ordination between internal staff, consultants and specialist advisers;
- Possess excellent communication, negotiation, presentation and interpersonal skills, with the ability to work effectively with TII, government departments, elected members, property owners, utilities, businesses, institutions, affected communities and other stakeholders;
- Have excellent reporting, digital and information-management skills, including the preparation of gateway submissions, tender reports, technical briefings and governance reports and the use of programme-management tools, project data systems and common data environments; and
- Demonstrate sound judgement, resilience, professional independence and political and organisational awareness, with the ability to make timely decisions and deliver results in a complex and publicly accountable environment.

Desirable Skills and Experience

- Chartered Engineer status with Engineers Ireland or an equivalent recognised professional institution;
- Senior client-side project-management or project-coordination experience on a major national road, bridge, transport or comparable linear infrastructure project;
- Direct experience of applying the TII Project Management Guidelines and relevant Infrastructure Guidelines, including the preparation of gateway submissions and cost, programme and risk-assurance material;
- Experience in the procurement and management of multidisciplinary design consultants, technical advisers and specialist service providers, including scope definition, fee management, performance monitoring, change control and quality assurance;
- Experience in developing procurement strategies and contract packaging and in preparing and evaluating tenders for consultancy services, site investigations, advance works, utility works and major construction contracts;
- Experience in administering or supporting the administration of Public Works Contracts or other major civil-engineering contracts, including programme assessment, payments, variations or compensation events, claims, delay, disruption and dispute avoidance or resolution;

- A broad technical understanding of the design and construction of major road infrastructure, including earthworks, geotechnical matters, pavements, drainage, bridges and structures, junctions, traffic management and active-travel interfaces;
- Experience in managing complex project interfaces involving property acquisition, land access, utilities, statutory undertakers, archaeology, environmental mitigation, accommodation works, advance works and third-party approvals;
- Experience in managing compliance with planning approvals, EIAR and NIS commitments, environmental conditions, statutory consents, climate obligations and construction health and safety requirements;
- Strong project-controls and digital information-management experience, including programme and critical-path analysis, cost forecasting, risk and change management, project reporting, common data environments and geographic or project data systems;
- Experience in leading multidisciplinary teams and co-ordinating the work of internal staff, consultants, contractors and specialist advisers to achieve defined quality, programme and budget outcomes; and
- Experience representing a client or public authority in dealings with TII, other local authorities, government departments, elected members, property owners, businesses, institutions, affected communities and other stakeholders on a complex or high-profile infrastructure project.

DUTIES AND RESPONSIBILITIES:

The duties of the Project Co-Ordinator will include, but will not be limited to, the following:

- To Lead and Project Manage the delivery of the N6 Galway City Ring Road project on behalf of Galway County Council;
- To work effectively with colleagues to deliver the project, often as part of a multi-disciplinary team, collaborating and engaging with other teams within the organisation to deliver on the project objectives;
- To set targets, objectives, reporting and key performance indicators and to assist with the development of project strategies and delivery plans;
- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation;
- To implement the systems necessary and co-ordinate the resources to support the service. This includes systems for budgetary and financial management, procurement and internal controls and to provide information on the pattern of demand and activity, and to schedule work programmes and to ensure value for money.

- To lead in the duties as part of the organisational response to Climate Action, to promote and ensure capacity building, empowering change and delivering action;
- To problem solve in an environment of complex information and multiple stakeholders remaining aware of what information is critical, working to a solution in a logical fashion and understanding the context and impact of decisions made;
- To achieve and maintain the productive association between elected representatives and the executive delivery of the service;
- To develop and maintain relationships with government departments and external agencies in accordance with policy and to ensure the agreements to co-ordinate work programmes are implemented;
- To understand, interpret and implement the legislative provisions, policy context and operational environment within which the statutory functions and operating requirements the local authority operates;
- To have a good awareness of the political environment and an ability to work effectively with elected public representatives in a manner which facilitates the implementation of policy across a wide range of areas;
- Where appropriate to consult and communicate clearly with stakeholders regarding ongoing works including capital works;
- To manage and supervise employees up to the position/grade of Senior Executive Engineer or analogous grades and to ensure the training and development of such employees;
- To provide leadership and build effective teams, develop motivation and commitment, and maintain sound employee relations and morale in accordance with good employment practice and relevant legislation;
- To promote safe work practices in the local authority generally and to ensure that all works in the areas for which you have responsibility are carried out in line with health safety and welfare legislation and regulation;
- To ensure compliance with corporate policies (Health and Safety, HR, Data Protection, Child Safeguarding etc.);
- To ensure good governance whilst acting in the public interest at all times.
- To uphold the corporate values of Local Government and the Council
- To deputise for the Director of Services as required;

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:

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

Strategic Management and Change	**Strategic Ability** Displays the ability to think and act strategically. Can translate organisational mission and vision into clear specific and achievable objectives. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes. **Political Awareness** Has a clear understanding of the political reality and context of the organisation. **Networking and Representing** Develops and maintains positive and mutually beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents. **Bringing about Change** Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change
Delivering Results	**Problem Solving and Decision Making** Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives. **Operational Planning** Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care

	standards. **Managing Resources** Manages the allocation, use and evaluation of resources to ensure they are used efficiently to meet corporate priorities Drives and promotes reduction in cost and minimisation of waste **Delivering Quality Outcomes** Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required
Performance Through People	**Leading and Motivating** Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos. **Managing Performance** Effectively manages performance including managing underperformance or conflict. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability. **Communicating Effectively** Actively listens to others and shares information with relevant stakeholders. Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups
Personal Effectiveness	**Relevant Knowledge:** Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace. **Resilience and Personal Well Being** Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. **Integrity** Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others **Personal Motivation, Initiative and Achievement** Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved

DETAILS AND PARTICULARS

THE POST

The appointment will be a specific-purpose Project Co-Ordinator 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 project delivery period (indicatively 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 Director of Services for Physical Infrastructure and will work closely with and in alignment with the Senior Engineer for the National Roads Office or another designated senior officer.

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 office 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:

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	**€93,698**
2	**€95,995**
3	**€98,283**
4	**€100,582**
5	**€102,874**
6	**€105,177**
LSI 1	**€108,641**
LSI 2	**€112,107**

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.