Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Recruitment and Selection Campaign for the Position of:

Project Liaison Officer

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 is inviting applications from suitably qualified candidates with relevant experience for the position of **Project Liaison Officer – Specific Purpose Contract.** The purpose of this recruitment campaign is to form a panel from which Temporary positions may be filled.

THE ROLE:

The Project Liaison Officers will form part of the dedicated N6 Galway City Ring Road project team. They will provide a coordinated liaison service between those affected by the project and Galway County Council, Galway City Council, Transport Infrastructure Ireland, the project consultants, property, legal and valuation advisers, advance works contractors and, when appointed, the main construction contractor.

The Project Liaison Officers may be allocated to each of the team areas of focus as set out below:

- homeowners and residential properties;
- businesses, institutions and strategic stakeholders; and
- landowners and other land interests, including agricultural land.

These areas of focus are intended to provide clear ownership of stakeholder relationships while allowing the officers to operate as a coordinated team and to support one another as project requirements evolve.

The homeowner and residential focus will include sensitive engagement with householders affected by full or partial property acquisition, access requirements, accommodation works and construction impacts. The business and strategic stakeholder focus will include organisations such as the Education institutions, commercial enterprise and sporting facilities, together with major regional employers, representative organisations, elected members and other public representatives affected by or interested in the construction of the scheme.

The landowner focus will include agricultural and other land interests and matters such as land acquisition, access, accommodation works, drainage, fencing, water supplies, land severance and the continuity of farming operations.

Project Liaison Officers will report to the N6 Galway City Ring Road Project Coordinator, or another designated senior officer, and will work closely with the Senior Engineer for the National Roads Office, the Project Resident Engineer and the wider multidisciplinary project team.
The role is primarily one of liaison, coordination, monitoring and record management, communication, public relations and stakeholder.

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, a broad range of stakeholders 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) Have obtained a minimum qualification at Level 8 on the National Framework of Qualifications in Engineering, Architecture, Project Management, Surveying, Construction Management or a related discipline and/or full membership of an appropriate professional institute

And

b) Have satisfactory experience in a project management role with a minimum 7 year experience of taking construction projects through from inception to completion.

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.

DUTIES AND RESPONSIBILITIES:

The duties of the Project Liaison Officers will include, but will not be limited to, the following:

Stakeholder Engagement

- Establish early contact and maintain constructive relationships with affected homeowners, landowners, occupiers, businesses, institutions, major employers and other relevant stakeholders.
- Act as an accessible and consistent point of contact for affected parties and their representatives.
- Provide clear and accurate information, using approved project material, concerning proposed land acquisition, accommodation works, surveys, advance works, construction activities and statutory processes.
- Engage sensitively with householders affected by full or partial property acquisition and refer legal, valuation and compensation matters to the appropriate advisers.
- Understand the operational requirements of affected businesses and institutions and assist the project team in addressing matters such as access, deliveries, services, business continuity and construction programming.
- Liaise with agricultural landowners concerning farm access, livestock movement, crops, drainage, water supplies, fencing, gates and other impacts on retained lands and farming operations.
- Plan and facilitate engagement with elected members, public representatives, representative organisations, major employers and other strategic stakeholders in accordance with the approved project communications arrangements.
- Receive, record and coordinate responses to enquiries, concerns and complaints and ensure that agreed actions are followed through.

Access, Property and Accommodation Works

- Seek and document agreement for access to private property for surveys, investigations and advance works and ensure that the required notices are provided.
- Where access cannot be obtained by agreement, refer the matter promptly to the Project Coordinator and the relevant property or legal advisers for consideration of the appropriate statutory process.
- The postholder will be required to contribute heavily to preparation for Assessment, Arbitration, Mediation or any other proceedings relating to land acquisition
- Assist in verifying ownership, occupancy and contact information and in identifying rights of way, access arrangements and other property interests requiring further investigation.
- Facilitate the early identification, agreement and documentation of accommodation works and other property commitments.
- Liaise with affected parties, the design team and property advisers to ensure that authorised agreements and commitments are appropriately reflected in the project design and contract documentation.
- Maintain an accurate register of accommodation works and property commitments and monitor their implementation, with technical inspection and acceptance undertaken by authorised engineering personnel.

- Coordinate pre-construction property surveys.
- Support the compulsory purchase and land acquisition processes, including the coordination of communications concerning Notices to Treat and Notices of Entry, while ensuring that formal statutory functions are undertaken by authorised personnel.
- Maintain accurate factual records of notices, access, entry onto lands, agreements and property commitments and provide these to the relevant property, legal and valuation advisers.
- Assist in compiling factual information for compensation, assessment or arbitration processes and attend to give factual evidence where required.
- Support implementation of the applicable agreement between TII, the Irish Farmers' Association and the relevant government department, as in force from time to time.

Construction-Stage Liaison

- Act as an intermediary between affected parties, the project team and the construction contractor in relation to access, work sequencing, disturbance, service disruption and property-related concerns.
- Assist in maintaining reasonable access to homes, businesses and retained lands during construction, subject to construction and health and safety requirements.
- Facilitate Traffic Management Co-Ordination Group with appointed contractors, An Garda Síochána, ambulance service, fire service, Galway City Council and other relevant stakeholders as may be required.
- Work with businesses, institutions and major employers to identify and mitigate construction impacts on their operations.
- Monitor the implementation of agreed accommodation works and environmental mitigation measures and report any apparent non-compliance to the Project Resident Engineer or Project Manager.
- Coordinate responses to issues involving private access, wells, water supplies, drainage, fencing, gates, crops, farm operations and other affected property features.
- Ensure that urgent incidents and service interruptions are promptly escalated and that agreed remedial actions are tracked to completion.

Communications and Records

- Maintain complete, accurate and auditable records of stakeholder contacts, meetings, agreements, commitments, complaints and actions.
- Identify stakeholder, communications and reputational risks and bring them to the attention of the project team.
- Prepare meeting records, reports, maps, briefing material and approved stakeholder information.
- Handle personal, commercially sensitive and property-related information securely and in accordance with data protection requirements.
- Refer media enquiries to the local authority's authorised spokesperson and act as a spokesperson only where expressly authorised. Prepare and contribute to newsletters, press releases and response to media queries
- Undertake other duties appropriate to the role and grade as may be assigned.

THE IDEAL CANDIDATE

The successful candidate should be able to demonstrate:

- Relevant experience in stakeholder, landowner, property, business or community liaison within an infrastructure, construction, planning, property or comparable environment.
- Excellent interpersonal and communication skills, including empathy, active listening and the ability to explain complex information clearly and sensitively.
- Strong negotiation, influencing, conflict-resolution and problem-solving skills.
- The ability to interpret approved maps, property plans and project information and communicate their contents accurately.
- Strong organisational skills, including the ability to manage multiple stakeholder cases, commitments, meetings and deadlines.
- Experience of maintaining accurate records, preparing clear reports and handling confidential information appropriately.
- The ability to work effectively with engineers, consultants, contractors, legal and valuation advisers and other stakeholders.
- Sound judgement, including an understanding of the limits of delegated authority and when matters require escalation.
- An understanding of local authority, land acquisition and statutory processes.
- Good ICT skills and an appropriate awareness of health and safety requirements associated with site visits and construction activities.

It would be advantageous for candidates to demonstrate one or more of the following:

- Previous experience in a liaison role on a national road or other major infrastructure project.
- Experience of compulsory purchase, land acquisition, accommodation works or the applicable TII land acquisition arrangements.
- Experience of engaging with homeowners affected by property acquisition, relocation or significant construction impacts.
- Experience of business, institutional or strategic stakeholder engagement, including business continuity or engagement with public representatives.
- Knowledge of agricultural operations and issues affecting rural land, including access, drainage, water supplies and farm accommodation works.
- Experience of coordinating access for surveys or advance works or resolving property-related issues during construction.
- Familiarity with property mapping, geographical information systems, title information, rights of way or property schedules.
- The ability to communicate through the Irish language and/or possession of a current Safe Pass, or the ability to obtain one.

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 & Change	**Strategic Ability** Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. 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 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** Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment 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. Acts decisively and makes timely, informed and effective decisions. **Operational Planning** Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards. **Managing Resources** Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste. **Delivering Quality Outcomes** Promotes the achievement of quality outcomes in delivering services. 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 and encourages people to deliver their part of the operational plan. **Communicating Effectively** Recognises the value of communicating effectively with all stakeholders. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and 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 strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its 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 dealings with others. **Personal Motivation, Initiative and Achievement** Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Takes action within the bounds of own ability. Creates new opportunities.

DETAILS AND PARTICULARS

THE POST

The appointment will be a specific-purpose Project Liaison Officer 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

Each Project Liaison Officer will report to the N6 Galway City Ring Road Project Coordinator, 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 salary scale for the position of Project Liaison Officer (effective 1st June 2026) ranges from:

Point	01/06/2026
1	€80,680
2	€83,153
3	€84,338
4	€86,828
5	€89,339
6	€91,842
7	€94,364
LSI 1	€97,533
LSI 2	€100,692

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government. The rate of remuneration may be adjusted from time to time in line with Government Policy.

WORKING HOURS

35 Hours per week. This 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 authority. The Council reserves the right to alter the hours of work from time to time.

All hours of work will be subject to and recorded in accordance with 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.
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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.