Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Recruitment and Selection Campaign for the Position of:

Resident Archaeologist

Specific Purpose Contract

Closing Date for Receipt of Applications:

4.00pm on Thursday, 24th 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 **Resident Archaeologist –Specific Purpose Contract.** The purpose of this recruitment campaign is to form a panel from which temporary positions may be filled.

THE ROLE:

Galway County Council invites applications from suitably qualified candidates for appointment as Resident Archaeologist 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. Judicial review proceedings have been commenced in respect of the planning decision; authorised Phase 5 activities are being progressed in accordance with legal advice and TII approvals.

DUTIES OF THE POST

Carry out such duties as are appropriate to the office of Resident Archaeologist on the N6 GCRR and on any other National Road development contracts as may be assigned from time to time, as described below. The Resident Archaeologist will work closely with the TII-appointed Project Archaeologist and will carry out their duties at all times in accordance with the advice, guidance, and direction of the TII-appointed Project Archaeologist.

With regard to archaeological and architectural heritage, the Resident Archaeologist shall ensure compliance with the EIAR, Schedule of Commitments, legislation, and the conditions attached to the Ministerial Directions. They shall supervise the archaeological contractor(s) ensuring that they adhere to conditions of contract and the service requirements and carry out archaeological excavations and survey in accordance with the approved Method Statement(s).

The Resident Archaeologist will be expected to carry out the following non-exhaustive list of duties:

- On-site supervision, coordination and record keeping of the archaeological aspects of the site clearance, fencing, site investigations, utilities diversions and any other relevant enabling works contracts, including reviewing draft reports, method statements etc.;
- On-site supervision, coordination and record keeping of Stage (i) Services, including review of draft Stage (i) test excavation and survey reports and ensuring such reports are completed to a high standard and in accordance with the services requirements; and assisting in the preparation of Stage (ii) specifications;
- Organising and phasing duties of staff to ensure adequate supervision at all times during construction works on the site;
- Assisting in the preparation of Stage (iii) specifications and review of draft method statements;
- On-site supervision, coordination and record keeping of Stage (ii) and Stage (iii) services, including reviewing draft reports, etc;
- Reviewing draft Stage (iii) Post Excavation assessment reports and ensuring such reports are completed to a high standard and in accordance with the services requirements;
- Assisting in the preparation of Stage (iv) specifications;

- Supervision, coordination and record keeping of Stage (iv) Services, including review of draft Stage (iv) excavation reports and datasets, and ensuring such reports and datasets are completed to a high standard and in accordance with the services requirements; and
- Any other duties as may be required from time to time.

In the carrying out of these duties the Resident Archaeologist shall:

- Work closely with the Design Team and liaise with the PSCS and other service providers to minimise delays or other risks to the project programme;
- Review and ensure compliance with programmes and compliance with agreed service requirements and that agreed milestones are met;
- Identify and communicate to the Engineer and TII Project Archaeologist any implications for the archaeological programme and the main works programme of any change to the contractors' programmes;
- Work as part of the Design Team to coordinate and manage the interaction of the archaeological services contract(s) with other advance works/services contracts;
- Maintain comprehensive records (e.g. records of entry, resources deployed [staff, plant and equipment], maintain daily site diary, take and log record photos, minute weekly progress meetings) of the on-site services supplied by the archaeological service provider(s);
- Assist the Engineer in the review of valuations and invoices related to the archaeological services;
- keep a comprehensive diary constituting a detailed work history of archaeological work and significant happenings on the site;
- Ensure that detailed reports, diaries and records (hard and soft copies), including labelled and ordered photographic records, in relation to all aspects of progress of the works are kept and available for inspection by authorised personnel;
- Ensure that all day work records and all variations from specification are approved and documented prior to execution;
- Keep record of all information relating to delays, industrial disputes, adverse physical conditions and disputes with sub-contractors and landowners;
- Attend, with other necessary site supervisory staff as required, regular site meetings and ensure that proceedings are minuted for circulation to all relevant personnel;
- Keep other site supervisory staff informed on matters which may influence their work;
- Assist with the administration of the various archaeological services contracts;
- Be aware at all times of the duties of contractors, sub-contractors and others under Safety, Health and Welfare at Work legislation and in particular the provision of:
    a. A safe place of work and safe access and egress to a place of work
    b. A safe system of work
    c. Safe plant and machinery
    d. Appropriate personnel protective equipment
    e. Arrangements for the welfare of employees

- Liaise with Local Authorities, Transport Infrastructure Ireland, Department of Transport, Department of Housing, Local Government and Heritage, National Museum of Ireland, statutory undertakers and stakeholders as required; and
- Carry out such further instructions of Galway County Council insofar as they are deemed appropriate for the satisfactory supervision of Archaeological Services undertaken on behalf of the Local Authority, as agent for Transport Infrastructure Ireland and the Department of Transport, by contract and by direct labour and other works of an ancillary nature in connection with the N6 GCRR specifically and with any other National Road development contracts as may be assigned from time to time.

SKILLS AND COMPETENCIES.

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

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

Relevant Knowledge, Expertise and Self Development (300 Marks)
• Has a depth and breadth of knowledge, experience and expertise in the field of archaeology relevant to the position; • Demonstrates knowledge and understanding of the legislative, regulatory and policy environment in which they are operating and its implications for the management of archaeology on development projects; • Is proactive in keeping up to date on issues and key developments in the field of archaeology and related areas; • Has a commitment to updating and broadening professional knowledge and skills on a continuing basis; and • Consistently reviews own performance and sets self-challenging goals and targets.
Management and Delivery of Results (200 Marks)
• Takes responsibility and is accountable for the delivery of agreed objectives; • Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver project milestones within programme and budget; • Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives; • Ensures best value and efficiency in service delivery;

• Proactively identifies areas for improvement and develops practical suggestions for their implementation; and • Is logical and pragmatic in approach, delivering the best possible results with the resources available.
Performance through People (100 Marks)
• Communicates in a fluent, logical, clear and convincing manner verbally and in writing; • Is able to listen effectively and develop a two-way dialogue quickly; • Leads by example in terms of commitment, flexibility and a strong solution orientated ethos; • Empowers and encourages people to deliver their part of the operational plan; • Recognises the value of communicating effectively with all team members and stakeholders; and • Actively listens to others.
Delivering Quality Outcomes and Ensuring Compliance (200 Marks)
• Assumes personal responsibility for and delivers on agreed objectives/ goals; • Accurately estimates time parameters and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these; • Ensures all outputs are delivered to a high standard and in an efficient manner; and • Uses resources effectively, at all times challenging processes to improve efficiencies.

QUALIFICATIONS FOR THE POST

CHARACTER:

Each candidate must be of good character.

HEALTH:

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

CITIZENSHIP:

Candidates must, by the date of any job offer, be:

a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
b) A citizen of the United Kingdom (UK); or
c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

EDUCATION, TRAINING, EXPERIENCE, ETC:

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

a) hold an honours degree (level 8 in the National Framework of Qualifications) in Archaeology;

b) after attaining the qualification referred to at (a) above, have at least five years' satisfactory relevant experience to the post;

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

d) have satisfactory knowledge of Irish archaeology, relevant policy and legislation (national, EU and international);

e) have a satisfactory knowledge and experience of archaeological heritage, management and practice including archaeological survey, excavation and planning/ development issues;

f) be able to demonstrate significant knowledge and experience of archaeological excavation;

g) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge;

h) hold a current Safe Pass card.

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.

Given the nature of the post, the following skills and experience are of benefit:

- Demonstrable significant experience in working as part of a multidisciplinary project team in the last two years delivering major infrastructure developments;
- Demonstrable significant experience and competency in the dissemination of information about archaeological discoveries in the last three years in the context of infrastructural development;
- Either:

  significant relevant experience over the past three years in directing archaeological excavations and will have held the related full excavation licences in their own name and completed all reporting obligations arising from same; or significant relevant experience over the past three years in the management of archaeological aspects of projects of a nature and scale similar to the current contract.
- Demonstrable proficiency in Microsoft Office Suite, including Word, Outlook, PowerPoint and Excel;
- Demonstrable proficiency in ArcGIS/QGIS/MapInfo (familiarity with AutoCAD would also be beneficial);
- Detailed experience of fulfilling duties required by the Safety Health and Welfare at Work (Construction) Regulations, 2013, including ensuring, on behalf of the Employer, that the duties of the Contractor are implemented across the project;
- Detailed knowledge and experience of archaeological services contract measurement and quality control;
- Demonstrable familiarity and experience of ensuring compliances with project environmental commitments including habitat protection, implementation of mitigation measures and construction related environmental management;
- Demonstrable archaeological report writing and editing skills;
- Have a proven ability to:
  a. Successfully deliver archaeological projects;
  b. Manage Contractors;
  c. Supervise archaeological aspects of site investigations and enabling works incl. site clearance, fencing, construction of access, environmental mitigation measures, utility diversions;
  d. Liaise with landowners and other stakeholders and assist with any interactions that are necessary in relation to ongoing accommodation works;

e. Address queries from members of the public and/or Elected Members;
f. Prepare and maintain regular progress updates for publication;
g. Prepare clear and concise reports;
h. Prepare tender documents;
i. Maintain accurate records;
j. Create and develop good working relationships within and across teams;
k. Set own high standards of performance and deliver desired results; and
l. Learn new tasks quickly, remember information and gather data for effective decision making.

- Possess excellent interpersonal skills;
- Possess good verbal and written communication skills; and
- Have a willingness to receive and act on feedback given.

DETAILS AND PARTICULARS

THE POST

Subject to the availability of suitably qualified candidates, a panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel may be used by Galway County Council to fill temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

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; and
e) there will be assessments during the probationary period.

REMUNERATION:

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Point	01/06/2026
1	€60,858
2	€63,071
3	€65,286
4	€67,505
5	€69,722
6	€71,938
7	€74,157
8	€76,362
9	€78,591
10	€80,801
LSI 1	€83,348
LSI 2	€84,596

WORKING HOURS

The working hours at present provide for a five-day, thirty-five hour, working week; hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, as necessary.

No additional remuneration will be paid in respect of such activities. The provisions of Galway County Council's Time and Attendance Policy is applicable to this grade at the current time.

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.

SICK LEAVE

The terms of the Public Service Sick Pay Scheme will apply.

TRAVEL

Holders of the post should hold a full driving licence for class B vehicles and shall be required drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Galway County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

RESIDENCE

The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

SAFETY AND WELFARE

The holder of the post shall co-operate with the terms of Galway County Council's Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

TRAINING

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

TAKING UP APPOINTMENT

Galway County Council shall require any candidate to whom an appointment is offered to take up such appointment within a period of four weeks; if the candidate fails to take up the appointment within such period, or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority reserves the right to terminate the offer of appointment.

REFERENCES

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Galway County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Local Authority reserves the right to determine the merit, appropriateness and relevance of such references and referees.

CANVASSING

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Local Authority, or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position they are seeking.

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).

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.
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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.