Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

RECRUITMENT AND SELECTION CAMPAIGN FOR THE POSITION

OF

ENVIRONMENTAL AWARENESS OFFICER

CLOSING DATE FOR RECEIPT OF APPLICATIONS

4PM ON THURSDAY 12TH NOVEMBER 2026

Important Notes:

- Please submit y*our application form inclusive of all other required documentation to* hr@galwaycoco.ie *as* ***ONE SINGLE document*** *(not individual scanned documents) before the closing date and time.*
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.
- Applications which do not meet the minimum eligibility requirements for the post based on the information submitted will not be considered further in the competition.

TABLE OF CONTENTS

The Competition: 2

The Role: 2

Character: 2

Health: 2

Citizenship: 3

Education, Training, Experience, Etc: 3

Duties And Responsibilities: 5

Skills And Competencies 7

Probation 8

Remuneration 9

Working Hours 9

Annual Leave: 9

Residence: 9

Garda Vetting: 10

Outside Employment 10

Superannuation Contribution 10

Communications 11

Stage 1: Closing Date For Submission Of Application Form 11

Stage 2: Shortlisting 12

Stage 3: Final Interview 12

The Fine Print 13

General Information 13

Important Information-Terms And Conditions 14

Code Of Practice On Recruitment And Selection Procedures 15

THE COMPETITION:

Galway County Council is inviting applications from suitably qualified candidates with relevant experience for the position of **Environmental Awareness Officer.** The purpose of this recruitment campaign is to form a panel from which permanent and/or temporary positions may be filled.

THE ROLE:

The Environmental Awareness Officer works as part of a multi-disciplinary team delivering regulatory, enforcement, and awareness activities in Waste, Litter Management, Water Quality, Air Quality, Climate Action, Biodiversity, energy and other areas of Environmental care.

The role requires a combination of technical understanding and knowledge of the science, legislation, policies and plans that underpin the Local Authority's role in Environmental Management, with an ability to translate same to a diverse range of audiences with a varied understanding of Environmental issues.

The role also requires a clear knowledge and understanding of local authority services and its key stakeholders and relationships, local government structures and its democratic role and mandate, current local government issues, future trends and strategic direction of the sector.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours, as required.

QUALIFICATIONS FOR THE POST

CHARACTER:

Each candidate must be of good character.

HEALTH:

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

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

CITIZENSHIP:

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

a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
b) A citizen of the United Kingdom (UK); or
c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

EDUCATION, TRAINING, EXPERIENCE, ETC:

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

(a) Have reached a standard of education sufficient to enable him/her to carry out the duties assigned to him/her satisfactorily. A third level (level 8 degree) qualification in a related Environment, Science, Marketing, Public relations, Community Development or related discipline while not essential would be highly desirable.

(b) Have at least **3 years** satisfactory experience in an environmental, marketing, community development or public relations discipline to include experience in environmental awareness, waste management, sustainable development goals, biodiversity and climate action.

(c) Possess strong interpersonal, organisational and communication skills and have a proven track record in management of media events, environmental training and awareness

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 broad knowledge and understanding of Environmental issues at a Local, National and EU level
- demonstrate an understanding of the strategy formulation process for the realisation of organisational goals and objectives
- understand the socio-political context within which services are delivered
- have experience of managing change and implementing new ways of working
- have experience of delivering results and bringing projects and tasks to completion
- demonstrate knowledge and experience of delivering outcomes through careful operational planning, and the management and measurement of performance outcomes
- have experience of managing the role, performance and contribution of each staff member for which they are responsible to ensure delivery of their operational plan and thereby achieve their corporate objectives
- be capable of high performance while respecting people and must maintain a consistent and effective level of personal performance under high demands and within given constraints
- demonstrate knowledge and experience of operating ICT systems
- have an awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace
- have excellent communication skills, interpersonal, presentation, organisational, report writing, analytical and IT skills, with a proven ability to work to tight deadlines and a capacity to foster a positive working relationship with colleagues and external stakeholders
- have a high degree of self-motivation, initiative and judgement
- possess project/budget management skills and demonstrated experience in both organisational and grant / project funding
- have the ability to communicate in writing and orally at a high level to different audiences

DUTIES AND RESPONSIBILITIES:

The following is a non-exhaustive list of key duties and responsibilities associated with the role of Environmental Awareness Officer:

- Working as part of the Council's Environment and Climate Action team and as part of the Council generally in the development of relevant policies and plans for the protection of the county's environment including litter and waste management, biodiversity, sustainable development goals and climate change.

- To deliver an annual education and awareness campaign, in line with the Council's Litter Management Plan, the national Waste Management Plan for the Circular Economy, and National Enforcement Priorities, and reinforce the core civic/personal responsibility messages of environmental protection

- To work with all schools, community and voluntary groups, and business groups in their efforts to promote a cleaner and healthier environment, and strengthen multi-agency cooperation, shared learning and partnerships to positively impact the county's landscape.

- Promoting and supporting the delivery of Galway County Council's environmental policies, climate actions, and regional environmental plans, including areas of waste resource management, litter management, recycling and environmental action plans, pollution prevention, conservation and protection of amenities

- Participate in Citizen Engagement and deliver public presentations on Environmental Awareness topics, Climate Change Actions and Sustainable Development Goals.

- Researching, developing and delivering environmental awareness education programmes (including climate action, sustainable development goals, and biodiversity), and resources for schools, community/other groups regularly

- Active promotion of the Galway County Council's Environmental Services, Climate Action and Sustainable Development Goals activities through public information sessions, seminars and workshops, leaflets, newsletters, website, social media or other avenues as appropriate

- Manage financial and budgetary requirements including grants and project funding

- Manage and motivate the team and ensure effective team building

- Liaison with other public sector organisations, the private sector and voluntary/community groups in relation to climate change and environmental education

- Dealing with the media, including the writing of speeches, press releases, radio interviews

- Work with cross sectoral committees, elected members and working groups in all areas of Climate Action, Biodiversity and Environmental Awareness

- Promotion of good practice and dissemination of information on other aspects of the environment such as protection of natural waters, heritage issues, planning and conservation and the promotion of sustainable energy structures, technologies and practices

- Attending events and meetings outside normal working hours (such as evenings and weekends)

- Promotion of the involvement of schools in environmental awareness programmes, including the co-ordination and implementation of the Green Schools Award Scheme

- Any other duties that may be assigned from time to time including any future requirements for reallocation of work and/or redeployment

The person appointed will be required to work in co-operation with any agency, organisation or statutory body as directed by the Senior Engineer/Senior Executive Engineer, or other nominated person in the operation of their duties.

The person appointed will be required to keep and furnish records and reports relating to his/her duties as directed by the Senior Engineer/Senior Executive Engineer. The person appointed may be required to attend Schools and Community/Residents' Groups and participate in schemes to promote environmental awareness.

The person appointed may be required to attend Court, as necessary, on behalf of Galway County Council.

The person appointed will be required to carry out such duties as assigned to him/her from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. The duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated officer as may be assigned from time to time by Galway County Council.

SKILLS AND COMPETENCIES

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

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

Management and Change
• Displays the ability to think and act strategically when managing climate and environmental awareness programmes, environmental incidents and enforcement activity • Can translate strategy into operational plans & outputs • Has a clear understanding of political reality and context of the organisation • Develops and maintains positive, productive and beneficial working relationships with all stakeholders • Effectively manages the introduction of change, fosters a culture of creativity in employees and stakeholders and overcomes resistance to change, demonstrates flexibility and an openness to change
Delivering Results
• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations of an environmental nature either internally or for external bodies. • Contributes to the development of environmental operational plans and to the development of specific environmental team plans • Demonstrates the ability to develop & implement successful climate, sustainable development, environmental protection and awareness raising campaigns • Demonstrates ability to manage resources to ensure they are used effectively to deliver quality outcomes in line with operational and team plans • Ensures compliance with council and external agency procedures and protocols
Performance through People
• Leads, motivates and engages employees and stakeholders to achieve quality results and to deliver on operational strategic and action plans • Demonstrates ability to effectively manage performance including conflict resolution • Has highly effective verbal and written communication skills • Has excellent interpersonal skills.

Personal Effectiveness
• Is self-motivated and maintains a positive constructive, enthusiastic attitude to their role, sets challenging goals to achieve high quality outcomes • Manages time and workload effectively • Commitment to integrity & good public service values • Understand the structures and environment within which the local authority sector operates and the role of an Environmental Awareness Officer in this context. • Be proactive in keeping up to date on issues and key developments that may impact on own area, the department and/or wider public service • Consistently review own performance and set self-challenging goals and targets • Have significant expertise in his/her field that is recognised and utilised by colleagues • Have knowledge of current local government issues, with particular emphasis on environmental protection issues.

DETAILS AND PARTICULARS

PROBATION

a) Where a person is appointed to Galway County Council, the following provisions shall apply –

b) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;

c) such period shall be one year, but the Chief Executive may, at his discretion, extend such period;

d) 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;

e) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;

f) 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	€58,474
2	€59,869
3	€61,570
4	€64,767
5	€66,677
LSI 1	€69,051
LSI 2	€71,437

WORKING HOURS

35 Hours per week.

Duties may require the successful applicant to work outside of normal working hours i.e. attendance at evening/weekend, training duties etc. as part of normal working hours without additional remuneration. All hours worked will be subject to the provision of the Organisation of Working Time Act, 1997 as amended.

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 Galway County Council. Galway County Council does not accept responsibility for communications not accessed or received by an applicant.

STAGE 1: CLOSING DATE FOR SUBMISSION OF APPLICATION FORM

- Applications may be submitted to hr@galwaycoco.ie or posted to Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway. Please ensure that applications are posted in sufficient time so as to be received by the **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**
   Galway County Council processes personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

   Personal data provided as part of your job application will be processed for the purposes of recruitment, selection and, where applicable, employment administration. The Council will only process personal data where it has a lawful basis to do so.

   Full details of how Galway County Council collects, uses, shares, stores and retains personal data, together with information on your data protection rights, are available in the Recruitment Privacy Notice, available at www.galway.ie.

To exercise any of your data protection rights, including the right of access to your personal data, please contact:

Data Protection Officer
Galway County Council
Áras an Chontae, Prospect Hill, Galway, H91 H6KX
Email: dpo@galwaycoco.ie

You also have the right to lodge a complaint with the Data Protection Commission if you believe your data protection rights have been infringed.

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* – Galway County Council processes personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Personal data provided as part of your job application will be processed for the purposes of recruitment, selection and, where applicable, employment administration. The Council will only process personal data where it has a lawful basis to do so.

Full details of how Galway County Council collects, uses, shares, stores and retains personal data, together with information on your data protection rights, are available in the Recruitment Privacy Notice, available at www.galway.ie.

To exercise any of your data protection rights, including the right of access to your personal data, please contact:

Data Protection Officer, Galway County Council, Áras an Chontae, Prospect Hill, Galway, H91 H6KX, Email: dpo@galwaycoco.ie

You also have the right to lodge a complaint with the Data Protection Commission if you believe your data protection rights have been infringed.

- *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 he/she is 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.

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 delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.

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.